



Licensed Charitable Gaming Event

TERMS & CONDITIONS

These Terms and Conditions are subject to amendment at any time. In the event of any inconsistency, the version posted on the IGCO website prevails. Licensees are responsible for ensuring compliance with the most current version.



Update Summary

Date

Update Description
(click on blue link to move to changed section)

Updated Pages

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This document includes official versions of terms and conditions imposed by the general manager on gaming event licences.

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General Information

Contact Information

If you have questions or need help understanding any part of your licence or these terms and conditions, please contact:

Independent Gambling Control Office (IGCO)

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www.igcobic.ca

Acronyms

AGM	Annual General Meeting
BC	British Columbia
BCLC	British Columbia Lottery Corporation
CSO	Community Service Organization
IGCO	Independent Gambling Control Office
GCA	Gaming Control Act (2022)
GERDR	Gaming Event Revenue and Disbursement Report
EFT	Electronic Funds Transfer
ERS	Electronic Raffle System
LCRB	Liquor and Cannabis Regulation Branch
PCI	Payment Card Industry

Introduction

The British Columbia (BC) *Licensed Charitable Gaming Rules* have been replaced by two documents: The *Licensed Charitable Gaming Event Guidance* and the *Licensed Charitable Gaming Event Terms and Conditions* effective **April 13, 2026**.

This document contains terms and conditions for running a licensed charitable gaming event in BC. If you are looking for information regarding your organization's eligibility or how to apply for a licence, please refer to the [Licensed Charitable Gaming Event Guidance](#).

As a licence holder, you'll find information in this document to help you:

- understand your responsibilities before, during, and after your event;
- operate your event in line with best practices and applicable terms and conditions; and
- meet the requirements for each type of game you offer.

Every organization and event is unique, and your responsibilities may vary depending on the details of your licence. Be sure to review the sections that apply to your licence class and event type.

How to read this document

Throughout this document, three types of information are formatted differently for quick reference:

1. Legislation References

References to the *Criminal Code* of Canada, the *Gaming Control Act* (2022), and its regulations appear in **grey boxes** with a title indicating the source.

Example

Gaming Control Act

[Section 87 \(1\)](#) of the GCA requires all gaming event licensees to comply with the terms and conditions of their licence.

2. Terms and Conditions

Terms and conditions that licensees must follow appear in **blue boxes** labelled as such.

Example

Term and Condition

Gaming event licensees must not use gaming funds for a Cash Float.

3. Guidance

All other text, outside of the boxes, is information aimed at providing licensees with guidance for operating their events in alignment with all relevant laws.

Example

Once a licence is approved, the terms of the proposed licence (i.e., the details outlined in the application for the licence) will become operating terms and conditions that a licensee must comply with.

The diagram below shows how the document is organized and where to find each type of information.

What You Need to Know About Being a Licensee	What You Need to Know About Running the Event	What You Need to Know About Different Game Types	What You Need to Know After the Event
<ul style="list-style-type: none"> - Roles and Responsibilities - Licence Changes - Offence Reporting - Compliance 	<ul style="list-style-type: none"> - Advertising - Bank Accounts - Event Location - House Rules - Liquor - Minors - Sales - Awarding Prizes - Handling - Complaints - Using an Electronic Raffle System - Using Other Technology 	<ul style="list-style-type: none"> - Ticket Raffles - Bingo - Poker - Casino Games 	<ul style="list-style-type: none"> - Keeping Records - Gaming Event - Revenue and Disbursement Report - Distributing the Proceeds

1. Charitable Gaming Event Licensing in BC

1.1 Overview

Under [Canada's Criminal Code](#) and [BC's Gaming Control Act](#), a charitable or religious organization, a group or individual raising funds for a community benefit, or a fair or exhibition must be licensed by the general manager to operate a gaming event in BC. The general manager has authority to regulate gaming in the province and ensure its integrity and lawful conduct and management. The IGCO supports the general manager in administering the GCA, including licensing charitable gaming events in BC. **Conducting a gaming event in BC without a licence issued by the general manager is unlawful.**

Criminal Code of Canada

The *Criminal Code* of Canada allows a charitable or religious organization to conduct and manage a lottery scheme in a province when they are issued a licence to do so. Section 207 of the *Criminal Code* lists the circumstances under which charitable gaming may be lawfully conducted by organizations or persons who have been issued a licence by a province.

For information on eligibility requirements and application guidance, please refer to the [Licensed Charitable Gaming Event Guidance](#).

2. Roles & Responsibilities

2.1 Independent Gambling Control Office

Under the GCA, the general manager (and their delegates) is authorized to regulate gaming, including licensed charitable gaming.

Gaming Control Act

[The GCA](#) outlines the role of the general manager in regulating licenced gaming. For example, the general manager:

- Issues licences to persons to operate eligible gaming events;
- Imposes terms and conditions that a gaming event licensee must comply with; and
- Monitors compliance with the GCA, the regulations made under the GCA, and the licence terms and conditions.

If the general manager determines that a gaming event licensee is not complying with the legal requirements of the licence, the general manager may take enforcement action to address the situation.

Gaming Control Act

The GCA outlines the ways that the general manager can address non-compliance.

- [Section 84\(2\)](#) authorizes the general manager to suspend or cancel a gaming event licence, or amend the terms and conditions of a gaming event licence.
- [Section 84\(3\)](#) sets out non-exhaustive circumstances in which the general manager may refuse to issue a licence, suspend or cancel a licence, or amend the terms and conditions of a gaming event licence
- [Section 159](#) authorizes the general manager to issue a monetary penalty to a gaming event licensee if the licensee contravenes certain provisions of the Act or regulations.

If a person is convicted of an offence under the GCA, penalties including a fine or imprisonment may be imposed.

Additionally, if a gaming event licensee does not comply with the terms and conditions applicable to their licence, the general manager may refuse to issue future gaming event licences to that licensee (see [section 84\(3\)\(c\)\(i\) of the GCA](#)).

2.2 Gaming Event Licensee

All licensees are responsible for ensuring that they understand the responsibilities that come with their licence. When operating a licensed gaming event, all aspects of the event must follow the requirements outlined in the following:

- The *Criminal Code*
- The GCA
- The Regulations
- The terms and conditions in this document that are applicable to their licence
- Any other terms and conditions imposed on their gaming event licence

Gaming Control Act

[Section 87](#) of the GCA requires all gaming event licensees to comply with the terms and conditions of their licence.

[Section 90](#) of the GCA requires all gaming event licensees to comply with the regulations that the general manager makes in respect of the conduct, management and operation of gaming events.

A licensee has overall authority and accountability for the conduct and management of the gaming event for which it is licensed (and retains its accountability even in instances where it has contracted with an Electronic Raffle System (ERS) provider or sought other assistance with the operation of the gaming event). If at any time during the licenced gaming event the gaming event licensee believes they are non-compliant with any requirement, the gaming event licensee should contact the general manager to report the possible non-compliance and work with the general manager to bring the gaming event into compliance. Reports of possible non-compliance can be sent to the general manager via email at info@igcobc.ca.

Gaming Control Act

[Section 86](#) of the GCA provides that a gaming event licence is not assignable or transferrable.

Once a licence is approved, the gaming event must be conducted in accordance with the information provided in the application. Conducting a gaming event outside of the approved details is an offence under [s. 39 of the GCA](#) as it would be considered conducting, managing, or operating a lottery scheme without approval of the general manager.

2.2.1 Amendments

The licensee must notify the general manager of any changes associated with the licence application. In general, amendments to the licence cannot be made once ticket sales have begun.

Licensees can request an amendment to their licence by submitting a written request to Charitable.Gaming@igcobc.ca. The written request must be from an individual listed on the application or a member of the board of directors of the licensee and include the licence

number and the proposed change(s). A request for amendment may require up to 10 business days to process.

There are two types of changes that may be made to a gaming event licence. Some changes only require a notification to the general manager and other changes require approval from the general manager (i.e., amendment to the licence).

Changes that require notification

At any time during the licence period, licensees may notify the general manager of a change to the officers responsible for the event. There are also three changes that must be reported to the general manager.

Regulation

Section 4(1) of the Gaming Events Regulation requires gaming event licensees to give written notice to the general manager if there is a change to the following information, if it was included in their application:

- the licensee's contact information,
- the directors of the licensee;
- the programs or services provided by the licensee.

Section 4(2) of the Gaming Events Regulation requires gaming event licensees to make this notification as soon as practicable after the change.

1. Term and Condition

Gaming event licensees must notify the general manager as soon as practicable if there is a change to the information about the licensee or the gaming event that was provided with their licence application, including:

- Constitution and Bylaws
- Financial Statements
- AGM minutes

Minor changes, such as correcting spelling errors, do not need to be reported to the general manager. However, any change that takes place during the licence period and that would change the meaning of the information that was provided to the general manager with your application must be reported (e.g., the licensee has updated financial statements, the licensee's purpose has changed in their constitution). When notifying the general manager of a change that takes place during the licence period, the updated information and/or documents can be emailed to Charitable.Gaming@igcobc.ca.

Amendments that require approval

The following are examples of changes that require general manager approval and must be requested before the licensed event begins:

- adjustment to the ticket price categories

- increases or decreases to the total projected sales
- extending or shortening the licence period
- addition or removal of prizes
- changes to the use of proceeds

2.2.2 Licence Cancellation

Cancellation requests may take up to 10 business days to process. If a licence is cancelled, the application fee will not be refunded. A licence cannot be cancelled once ticket sales have begun.

To cancel a licence, the organization must submit a written request to: Charitable.Gaming@igcobc.ca. The request must include:

- The licence number
- The reason for cancellation
- The name and title of the requester (must be either):
 - An individual listed on the application, or
 - A member of the board of directors of the licensee

If the general manager cancels the licence, the licensee is no longer required to comply with any reporting requirements associated with that licence.

2.2.3 Additional Restrictions

The following additional restrictions apply to gaming event licensees under BC's Gaming Event Regulation.

Regulation

Section 2(1) of the Gaming Events Regulation prohibits gaming event licensees from allowing the following individuals from participating in the gaming event authorized by the licensee's licence:

- a member of the licensee's board of directors;
- an individual named in the application for the license as an officer responsible for the conduct, management or operation of the gaming event.

[Section 2\(2\) of the Gaming Events Regulation](#) prohibits gaming event licensees from allowing individuals to purchase a raffle ticket or play in a game while that individual is assisting in the operation of the raffle or game authorised by the gaming event licence.

[Section 3 of the Gaming Events Regulation](#) prohibits gaming event licensees from hosting a gaming event or selecting the winner of a raffle in a location that is occupied as a private residence.

2. Term and Condition

Class B gaming event licensees must not generate more than \$20,000 in gross revenue per licence.

2.2.4 Offence Reporting

Licensees are responsible for notifying the general manager of wrongdoing in relation to gaming.

Gaming Control Act

[Section 167](#) of the GCA requires gaming event licensees to immediately notify the general manager if they have reason to believe:

- An offence may have been committed under the GCA
- An offence related to the conduct, management, or operation of a lottery scheme, participation in a lottery scheme or horse racing may have been committed under the *Criminal Code* of Canada

Examples of offences that a gaming event licensee must report include:

- Robbery or theft of gaming funds or gaming supplies (e.g., tickets or chips)
- Cheating related to participation in a gaming event
- Cheating related to the conduct, management, or operation of a gaming event
- Fraud involving gaming funds or gaming supplies (e.g., chips, bingo paper, tickets)
- Counterfeit gaming supplies (e.g., chips, bingo paper, tickets)

Reports must be submitted by contacting the IGCO at: [Report a concern or complaint](#).

2.2.5 Audit, Inspections and Investigations

To ensure compliance with the GCA gaming event licensees are required to cooperate with any audit, inspection, or investigation conducted under [Part 10 of the GCA](#).

Gaming Control Act

[Section 156 of the GCA](#) requires gaming event licensees to comply with an audit, inspection or investigation.

3. Conduct, Management, and Operation of Gaming Events

The following sections provide information on various components related to the conduct, management, and operation of licensed gaming events.

3. Term and Condition

Gaming event licensees must designate at least one "officer responsible" to be responsible for the conduct and management of the gaming event. If the gaming event licensee is an organization, the officer responsible must be a member of the licensee's organization.

If a licensee designates more than one officer responsible, the licensee must ensure that at least one officer responsible is present and available during the gaming event.

Officers responsible are identified in the licence application.

4. Term and Condition

Gaming event licensees must oversee the management and control of all gaming funds until the licensee disburses the funds in accordance with the use of proceeds stated in their licence application.

Gaming event licensees must ensure that two unrelated individuals are responsible for the gaming funds, one of whom must be a member of the licensed organization.

5. Term and Condition

Gaming event licensees must not extend credit to individuals participating in the gaming event.

6. Term and Condition

If a gaming event licensee is conducting an event with projected gross revenue of \$250,000 or more, the gaming event licensee must ensure at least two persons from the organization are registered as gaming workers.

The gaming event licensee must designate both gaming workers as officers responsible for the gaming event and one registered gaming worker must be made responsible for running the gaming event and the other registered gaming worker must be made responsible for the oversight of financial transactions, record keeping, and reporting for the gaming event.

When the gaming event licensee appoints the two registered gaming workers, the gaming event licensee must check to ensure that each gaming worker's registration is valid for the entirety of the licence period.

In addition to the above noted positions, gaming event licensees conducting a gaming event where \$250,000 or more in gross revenue is projected may be required to hire additional registered gaming workers to support the event as directed by the general manager, following the review of their application.

3.1 Advertising

To ensure gambling advertising and marketing is represented in a responsible manner all licensees must comply with the [Lottery Scheme Marketing, Advertising and Promotion Regulation](#).

An organization cannot advertise a gaming event until the general manager has issued a gaming event licence for that event.

Regulation

[Section 17 of the Lottery Scheme Marketing, Advertising, and Promotion Regulation](#) requires gaming event licensees to include their licence number on all advertising for licensed gaming events.

[Section 18 of the Lottery Scheme Marketing, Advertising, and Promotion Regulation](#) requires all advertising for licensed gaming events to include a clearly legible or audible responsible gambling message in the same language as the advertisement. This requirement does not apply if the event is expected to raise less than \$5,000, or if the size or duration of the advertisement makes it impractical to include the message.

[Section 19 of the Lottery Scheme Marketing, Advertising, and Promotion Regulation](#) prohibits advertising from depicting minors, or individuals who could reasonably be mistaken for minors, unless the depiction is for the purpose of representing an intended beneficiary of the proceeds from the gaming event.

The term "responsible gambling message" is defined in the Lottery Scheme Marketing, Advertising, and Promotion Regulation and includes, among other things, how to access services to prevent, mitigate or treat problem gambling.

7. Term and Condition

If a gaming event licensee advertises non-cash prizes, the gaming event licensee must ensure that the advertisement includes the fair market value of each prize.

8. Term and Condition

If the general manager provides a gaming event licensee with approval to sell tickets with different price categories, the gaming event licensee must ensure the price categories are clearly indicated in all advertising and on all tickets.

For example, advertising and tickets may include a statement to the effect that “the number of tickets available for sale in each price range may change, but the overall number of tickets available for sale and odds of winning will not change”. Tickets sold under different price categories may also be known as “discounted tickets”.

3.2 Financial Accounts

3.2.1 General Bank Accounts

All licensees must use a bank account to manage funds related to their event. A general bank account is not a Gaming Account.

9. Term and Condition

A gaming event licensee with projected gross revenue less than \$20,000 annually from licensed gaming events must use either:

- a bank account in the full legal name of either the licensee or an officer responsible for the gaming event; or
- a Gaming Account.

If the gaming event licensee does not use a Gaming Account, the bank account used by the licensee must be used for all deposits and payments related to the gaming event (e.g., sale of event entries, prizes, event-related expenses such as advertising, and use of net gaming proceeds).

3.2.2 Gaming Accounts

A Gaming Account is a dedicated bank account used to deposit and disburse revenue from a gaming event.

Any licensee may use a Gaming Account. If a gaming event licensee has used a Gaming Account in the past, it is a best practice for the licensee to continue using the Gaming Account, even if not required to do so.

10. Term and Condition

A gaming event licensee with projected gross revenue above \$20,000 must use a Gaming Account. Once a gaming event licensee requires a Gaming Account, the Gaming Account must be used by the licensee for any other licenced gaming events.

11. Term and Condition

A gaming event licensee with a Gaming Account must:

- use the Gaming Account for gaming related financial transactions and must keep the Gaming Account separate from all other general banking activities that are not related to gaming events, gaming donations and gaming grants;
- ensure the Gaming Account is in the licensee's legal name; and
- ensure that all cheques issued from the Gaming Account have the licensee's legal name and the words "Gaming Account" imprinted on the face of the cheque.

12. Term and Condition

If a gaming event licensee is required to use a Gaming Account, the licensee must use the Gaming Account for receiving and disbursing gaming proceeds.

Regulation

[Section 8\(1\) of the Gaming Events Regulation](#) prohibits gaming event licensees with Gaming Accounts from:

- making an electronic funds transfer from the Gaming Account unless it is approved in writing by two individuals authorized to approve electronic funds transfers on the licensee's behalf
- allowing a cheque or other written order to pay to be drawn from the Gaming Account unless it is signed by two individuals who are authorized to sign on the licensee's behalf

The two individuals that approve or sign on the licensee's behalf must have written authorization from the gaming event licensee to do so.

[Section 8\(2\) of the Gaming Events Regulation](#) states that if a gaming event licensee that holds a Gaming Account has a board of directors, then the licensee must not

- make an electronic transfer from the account or
- allow a cheque or other written order to pay to be drawn from the account

unless one of the two individuals authorized to permit the transfer or payment is a member of the board of directors.

3.3 Gaming Event Locations

All licensed gaming events must be conducted in a public place or in an area accessible to the general public for observation. Events may not be held at a private residence.

Criminal Code of Canada

[Section 197 of the Criminal Code of Canada](#) defines a public place as any place to which the public have access as of right or by initiation, express or implied.

Regulation

[Section 3 of the Gaming Events Regulation](#) prohibits gaming event licensees from hosting a gaming event or selecting the winner of a raffle in a place that is occupied as a private residence.

All gaming event licensees must make their events accessible for public viewing, either in person or via livestream. Radio broadcasting is permitted only when used in conjunction with a livestream of the event.

Gaming event licensees are responsible for selecting an event location that is appropriate for the type and size of the event (e.g., meeting occupancy limits and accessibility needs).

Licensees should also ensure their event complies with all applicable local government and building bylaws, including fire, health, and safety requirements.

3.4 Licence and House Rules

13. Term and Condition

Gaming event licensees must post the following where gaming event entries are sold:

- The gaming event licence and any amendments, and
- The licensee's house rules for the gaming event.

Gaming event licensees must also make the licence and house rules available at the gaming event when requested by a member of the public or a participant in the gaming event.

14. Term and Condition

Gaming event licensees must ensure that their house rules contain the following, regardless of gaming event type:

- A statement that all participants must be 19 years or older to participate.
- Where and when the event will take place.
- The cost of each game or ticket.
- A clear explanation of how winners are determined, including:
 - Game type(s) and rules; and
 - Criteria for winning.
- Prize information, including:
 - Prize amounts;
 - How and when they will be awarded; and
 - How the prize can be claimed.
- A procedure or explanation of how ties, disputed results or complaints will be managed.
- A statement regarding unclaimed prizes that includes:
 - The retention period for prizes (i.e., how long the licensee must wait for a winner to claim a prize) that is not longer than 90 days after the end of the determination of the prize winner; and
 - That if a licensee has an unclaimed prize after the retention period, the prize or cash equivalent of the fair market value of the prize will be used for another licenced draw conducted by the licensee within 12 months of the licence period end date or, if the licensee does not hold a licensed gaming event within 12 months, the unclaimed prize must be donated within 12 months of the licence period end date to a charitable organization that is: located in BC, has a valid CRA registration, and is not the licensee.
- How issues not covered in the house rules will be addressed (e.g. escalation to tournament director or licensee discretion).
- A statement of the odds of winning for each game, if the odds are known.
- A statement confirming that, in the event of a conflict between the organization's house rules and Licensed Charitable Gaming Event Terms and Conditions, the Terms and Conditions will take precedence and must be followed.

Please note that when specifying how the prize can be claimed, the licensee should, if applicable, state whether the prize must be picked up by the prize winner or whether the licensee will deliver the prize. If the licensee intends to deliver the prize, the licensee must

specify how far they are willing to travel to make the delivery. Please note that the licensee cannot charge a delivery fee as [section 5 of the Gaming Events Regulation](#) prohibits licensees from charging a fee to claim a prize.

In addition to the above noted general requirements that apply to all house rules, there are additional house rule requirements that gaming event licensees must comply with depending on game type. **The additional house rule requirements are outlined in the sections dedicated to each game type.**

15. Term and Condition

Gaming event licensees must ensure that the house rules for the gaming event do not contradict the Licensed Charitable Gaming Terms and Conditions.

3.5 Liquor and Gaming Events

In addition to operating in compliance with all gaming requirements, gaming event licensees intending to sell liquor onsite or operate in a venue that serves liquor, must comply with all applicable liquor laws and terms and conditions, including obtaining a licence or permit from [BC's Liquor and Cannabis Regulation Branch \(LCRB\)](#) when necessary.

3.6 Minors Prohibitions

The GCA contains strict rules about minors and gaming events. The following outlines what gaming event licensees need to know and follow to ensure they comply with all minors-related requirements.

Gaming Control Act

[Section 42\(1\)](#) of the GCA states what gaming event licensees that are conducting, managing or operating a gaming event, or registered gaming services providers operating a gaming event, must not allow minors to:

- Participate in the gaming event.
- Redeem a chip, card, lottery ticket, or any other game record to get a prize.
- Assist in the conduct, management or operation of the gaming event.

See specific minors related requirements under each gaming event type (e.g., ticket raffle, bingo, poker, and casino games).

Please note that gaming event licensees that also have a liquor licence or permit issued by the LCRB for selling or serving liquor at their gaming event must ensure compliance with applicable laws, including laws respecting minors.

3.7 Sales

There are important rules to follow when selling entry into a gaming event to ensure all sales are secure and comply with regulatory requirements. The following outlines key requirements for sales.

Regulation

[Section 7\(b\) of the Gaming Events Regulation](#) prohibits gaming event licensees from permitting an individual to participate in a gaming event while the individual is outside of British Columbia.

16. Term and Condition

Gaming event licensees must ensure that all gaming funds are securely stored.

Examples include keeping funds in a lockable cash box, register, or safe, all of which must be locked when not in use.

17. Term and Condition

Gaming event licensees must not use gaming funds for a Cash Float.

See additional specific sales related requirements under each gaming event type (e.g., ticket raffle, bingo, poker, casino games and wheel of fortune).

3.8 Awarding Prizes

Awarding prizes is a key part of any gaming event, and there are specific rules and best practices to follow depending on the type of prize and gaming event. The following sections outline important requirements and recommendations for awarding cash and travel prizes, handling unclaimed prizes, managing percentage-based events, and covering prize costs.

3.8.1 General Requirements

Gaming funds cannot be used to cover or award a prize, except for a percentage-based gaming event, where prize costs are explicitly permitted. **Reminder: You must use your gaming funds in a way that is consistent with what was approved on your licence (i.e., your use of proceeds).**

18. Term and Condition

Gaming event licenses must award the prize(s) to the winner(s) as soon as possible.

Where participants are not required to be present when winners are selected, all attempts must be made to contact winners and award prizes.

19. Term and Condition

The gaming event licensee must make a record that contains the following when awarding prizes:

- the gaming event licence number;
- the date and time of the event;
- a list of all applicable prizes for the event that includes, for each prize, the type of prize, its dollar value, the name of the prize winner and the signature of the prize winner acknowledging receipt of the prize; and
- The signature of at least two witnesses, both of whom are volunteers of the gaming event licensee or, if the gaming event licensee has a board, one of whom is a volunteer of the licensee and one of whom is a board member of the licensee or a person authorized by the board.

Gaming event licensees must ensure that winners provide a signature before claiming prizes for gaming events where:

- The fair market value of a prize is greater than \$100; or

The projected gross revenue of the event is \$250,000 or more and the fair market value of the prize is greater than \$1,000. If the gaming event licence is for a ticket raffle, the record must also contain the time of the draw, a record of each ticket stub or counterfoil drawn including the serial number of the ticket, and the name, email or mailing address, and telephone number of the prize winner.

The record of prizes should be maintained with the gaming event records for a minimum of five years.

Regulation

[Section 5 of the Gaming Events Regulation](#) specifies what prize-associated costs must be paid by a gaming event licensee.

Reminder: Prizes must be awarded as approved on the gaming event licence. 3.8.2 Cash Prizes

Cash prize alternatives may be offered to a winner if the alternative is of equal or greater value than the original prize. When providing a cash prize alternative, all relevant details must be included and advertised as approved on the gaming event licence.

3.8.3 Travel Prizes

Travel prizes have specific requirements under the Regulation, including what costs the licensee is responsible for paying.

Regulation

[Section 5\(4\) of the Gaming Events Regulation](#) requires gaming event licensees to pay all taxes and specified fees related to accommodation or travel ticket prizes.

In the Gaming Events Regulation, a “specified fee” refers to any mandatory fee required to stay at the lodging or to use the travel ticket. A “specified fee” does not include optional fees or optional purchases, such as room service, advance seat selection, seat upgrades, itinerary changes, checked baggage, or ferry reservations.

To ensure compliance with the Gaming Events Regulation, when awarding a travel prize or voucher, it is recommended that the licensee also provide the winner with a cheque, bank draft, or money order in the name of the winner that covers what the licensee estimates would be the maximum fees and taxes associated with the prize. The prize recipient should sign an acknowledgement letter, acknowledging the purpose, amount and receipt of the funds.

3.8.4 Vehicle Prizes

Licensees must have secured the vehicle prize before the event but are not required to have the vehicle prize in their possession.

3.8.5 Percentage-Based Gaming Events

For percentage-based gaming events (e.g., percentage raffles, percentage bingos), prizes are paid from the gross revenue generated at the event.

3.8.6 Unclaimed Prizes

Term and Condition

A licensee must retain and handle unclaimed prizes in accordance with their house rules.

The requirements for house rules related to unclaimed prizes can be found in [section 3.4 Licence and House Rules](#).

3.9 Complaints

Gaming event licensees are encouraged to deal with all complaints internally, in a fair and equitable manner.

Complaints about the conduct and management of gaming events may be submitted, in writing, to the general manager at: [Report a concern or complaint](#).

3.10 Technology and Gaming Events

Criminal Code of Canada

[Section 207\(4.1\) of the Criminal Code of Canada](#) allows some gaming event licensees to use a computer for the sale of a ticket, selection of a winner, or distribution of a prize in a raffle.

3.10.1 Electronic Raffle Systems

An Electronic Raffle System (ERS) is computer software and related equipment which is used to sell raffle tickets and account for ticket sales, and which facilitates the manual or electronic drawing of tickets to determine the winners.

A licensee with a Class A ticket raffle licence may be approved by the general manager to use certified ERS to operate their ticket raffles. **The licensee must maintain overall responsibility for the conduct and management of the licenced ticket raffle gaming event, including decision making authority and responsibility for compliance.**

Reminder: ERS services that may be authorized under a Class A ticket raffle licence include:

- **Online Ticket Sales** – selling raffle tickets through the internet by way of a real-time processing and payment system where the purchaser’s ticket is paid for and delivered immediately online.
- **Online Ticket Distribution** – sending a purchaser a ticket by email or through the internet and where the purchaser downloads a copy of the ticket.
- **Electronic Ticket Draw** – determining a prize winner by conducting an electronic draw using computer software or a computer application that uses a random number generator (RNG) certified by the general manager.
- **Online Prize Distribution** – sending a winner a prize voucher or gift certificate online for redemption in cases where the prizes are suitable for online distribution and each prize is worth \$2,500 or less.
- **Raffle Sales Unit (RSU)** – for ticket sales which are comprised of a combination of hardware and/or software provided by a registered gaming services provider, and which are configured to operate as a point of sale that generates and prints or delivers raffle tickets.

20. Term and Condition

If the general manager has provided a gaming event licensee with approval to use an ERS in the operation of a ticket raffle, the gaming event licensee must ensure the ERS service is provided by a gaming services provider registered by the general manager.

To use an ERS for a gaming event, a licensee must have a contract with an ERS provider. When selecting an ERS provider, licensees must ensure the general manager’s approval of the ERS provider covers the entire licence period and remains active throughout the gaming event.

Note: The contract must include the following information:

- **the overall licence period for which the corresponding licence will be issued;**

- **the total contract value and specific fees for services;**
- **a listing of services being provided to the licensee;**
- **the gaming services provider's name, address and contact information; and**
- **the licensee's name, address and contact information.**

Be aware that the general manager may perform testing following each new installation of an ERS to confirm that the system has been properly configured and that it can be operated effectively.

21. Term and Condition

If the general manager has provided a gaming event licensee with approval to use ERS in the operation of a ticket raffle, the gaming event licensee must appoint a system administrator to operate the ERS hardware and software.

When appointing a system administrator, the gaming event licensee must ensure that the person appointed is trained on operating the ERS hardware and software (e.g. event setup, routine operation, ticket reconciliation, winner selection, report generation, troubleshooting).

The System Administrator may be paid or a volunteer.

ERS Single-Day Ticket Raffles

22. Term and Condition

If the general manager has approved a gaming event licensee to use ERS in the operation of a single-day ticket raffle, the gaming event licensee must ensure that the electronically generated tickets for the single-day event includes the following information:

- The name of the licensee;
- The gaming event licence number, which must be shown as "BC Gaming Event Licence #_____";
- The location and date of the draw;
- One or more unique draw numbers generated by the ERS;
- The price of the ticket;
- The date and time of the ticket purchase;
- A raffle sales unit identifier from which the ticket was generated;
- A unique validation number or barcode; and
- The statement "Ticket purchasers must be 19 years of age or older."

ERS Multi-Day Ticket Raffles

23. Term and Condition

If the general manager has approved a gaming event licensee to use ERS in the operation of a multi-day ticket raffle, the gaming event licensee must ensure that the electronically generated tickets for the multi-day event includes the following information:

- The licensee's name, email or mailing address and year-round phone number;
- The gaming event licence number, which must be shown as "BC Gaming Event Licence #_____";
- The location, date and time of all draws, including early bird draws;
- The sequential number of the ticket;
- The total number of tickets for sale;
- The number of tickets for sale in each price category;
- The price of the ticket;
- The date and time of the ticket purchase;
- A raffle sales unit identifier from which the ticket was generated;
- A unique validation number or barcode;
- The words: "Winners consent to the release of their names by the licensee"; and
- The statement: "Ticket purchasers must be 19 years of age or older."

Requirements

24. Term and Condition

If the general manager has approved a gaming event licensee to use ERS in the operation of a ticket raffle, the gaming event licensee must ensure the following operational requirements are met:

- Winners are given the option of their prize being distributed via the internet, picked up in-person or mailed as applicable; these options must be provided in the house rules.
- Those who operate the ERS have training on how to use the ERS and how to access technical support.

25. Term and Condition

If the general manager has approved a gaming event licensee to use ERS in the operation of a ticket raffle, the gaming event licensee must ensure the following requirements for the ERS are met:

- Where an ERS relies on a computer network and/or wireless service provided at the location where the ticket raffle is conducted:
 - A designated representative (from the facility used for the gaming event or the licensee) who is responsible for managing the network and technology used in the event must be available to address technical problems and must be available before and during the draw to provide technical support for the computer network and/or wireless service.
 - The network equipment used for the ERS must be housed in a restricted location that is not accessible to the public. When the equipment is not in use, it must be stored in a locked area.
 - The computer network and/or wireless service must function continuously without outages, disruptions, or fluctuations.
- If the general manager has approved a gaming event licensee to accept electronic payments, the gaming event licensee must ensure that the payment processing provider and payment system processing the online ticket sales is compliant with Payment Card Industry (PCI) Security Standards Council.
- If an ERS malfunctions, it is not used in the operation of the ticket raffle until the malfunction has been corrected.
- If the electronic equipment fails to function properly for any reason during the ticket raffle selling period, and the integrity of the ticket reconciliation cannot be verified immediately, the draw must not be made until a proper reconciliation is completed and it is verified that all tickets sold have been included in the draw.

Reporting Problems with ERS

26. Term and Condition

If the general manager has approved a gaming event licensee to use ERS in the operation of a ticket raffle, the gaming event licensee must immediately report any technical malfunctions, service interruptions, system changes or other technological problems related to the ERS to the general manager.

To report a problem with ERS, the licensee can contact the general manager by at:
Charitable.Gaming@igcobic.ca.

3.10.2 Technology Facilitated Gaming Events

Gaming event licensees may receive approval from the general manager to use technology other than ERS to operate ticket raffle and bingo gaming events. The technology listed below are considered non-ERS and can only be used if the general manager has approved use of that technology under the licence:

- Live streaming
- Electronic funds transfer (EFT)
- Online payment
- Online ordering
- Scanning and emailing manually generated raffle tickets

Reminder:

- **The scanning and emailing of bingo cards is not permitted.**
- **Class B and Class C gaming event licensees must not conduct any draw carried out through computer software or applications that use or simulate the use of random number generators (RNG); doing so is in contravention of the GCA and the *Criminal Code*.**

Livestreaming

27. Term and Condition

If the general manager has approved the gaming event licensee to use livestream, the gaming event licensee providing public viewing of a ticket raffle or bingo event via livestream must ensure:

- The television or virtual platform used to live stream the gaming event is made available for any member of the public to view live without restriction.
- The livestream of the selection of a winner (i.e., the ticket draw, the bingo game) is provided in real time and not pre-recorded.
- If a virtual platform is used, the platform does not prohibit livestreaming of gaming events.
- A recording of the live stream of the gaming event is retained by the licensee as part of the gaming event licensee's gaming event records.

Electronic Fund Transfers

28. Term and Condition

If the general manager has approved the gaming event licensee to use EFTs, the gaming event licensee using EFTs in the operation of a ticket raffle or bingo gaming event must retain records of EFT transactions for disbursements of gaming revenue, including awarding prizes and paying expenses.

Online Payment Processing Systems

29. Term and Condition

If the general manager has approved the gaming event license to use an online payment processing system, the gaming event licensee using an online payment processing system must ensure that the online payment processing system they are using:

- is compliant with the Payment Card Industry (PCI) Standards Council requirements;
- processes transactions in real time; and
- provides a receipt of purchase.

30. Term and Condition

If the general manager has approved the gaming event licensee to use an online payment processing system, the gaming event licensee using an online payment processing system must only use the payment processing system to accept payment for the purchase of entry into the gaming event and to provide a receipt for that purchase.

Gaming event licensees cannot use an online payment processing system to generate raffle tickets or bingo cards.

31. Term and Condition

If the general manager has approved the gaming event licensee to use an online payment processing system, the gaming event licensee using an online payment processing system must do the following once the licensee has confirmed payment for the entry:

- For a ticket raffle, manually generate a ticket and mail, email (if approved under its licence) or arrange for the ticket to be picked up by the purchaser.
- For a bingo event, mail or arrange for bingo cards to be picked up by the purchaser.

Online Ordering

32. Term and Condition

If the general manager has approved the gaming event licensee to use online ordering, the gaming event licensee using online ordering must, after receiving the order and confirming payment (as approved during the application process), do the following:

- For a ticket raffle, manually generate a ticket and mail, email (if approved under its licence) or arrange for the ticket to be picked up by the purchaser.
- For a bingo event, mail or arrange for bingo cards using BCLC bingo paper to be picked up by the purchaser.

4. Conduct of Gaming Events

The following sections provide information on requirements for conducting:

- a Ticket Raffle gaming event
- a Bingo gaming event
- a Poker gaming event
- a Casino Games gaming event

4.1 Ticket Raffles

The general manager issues licences under all licence classes for the following types of raffles: regular ticket raffles; percentage ticket raffles (e.g., 50/50); token raffles; payroll deduction raffles; calendar raffles; and event pools, sports pools, and player drafts.

Ticket Raffle licensees must comply with specific requirements in the conduct of the ticket raffle for which they are licensed. These requirements may vary depending on the type of ticket raffle game approved.

4.1.1 Minors

Minors may sell raffle tickets in accordance with the regulations below.

Gaming Control Act

[Section 42\(1\)\(c\) of the GCA](#) prohibits minors from assisting in the conduct, management, or operation of a gaming event unless a regulation provides otherwise.

Regulation

[Section 31 of the Gaming Control Regulation](#) allows minors to sell raffle tickets if the minor is selling the tickets as a volunteer under the supervision of an adult.

4.1.2 House Rules

33. Term and Condition

Gaming event licensees approved to conduct a ticket raffle must ensure that the house rules for ticket raffles other than event pools, sports pools, and player drafts contain the following:

- The ticket sales period and deadline for entries;
- A procedure for addressing delays or situations that prevent a draw from occurring, including when a substitute draw will take place, how ticket buyers will be notified, and how refunds can be obtained;
- Whether presence at the draw is a condition for claiming a prize;
- The procedure that will be followed if there is a tie or prize split (i.e., a drawn ticket contains two numbers);
- If guaranteeing a prize pot, the guaranteed amount;
- If there are multiple prizes, the order in which the prizes will be drawn;
- If tickets are drawn using a reverse elimination format and the ticket sales occur over more than one day, a sales cut-off date and time that occurs before the start of the draw; and
- If the ticket raffle is a calendar raffle and the licensee chooses to return winning tickets to the draw container, the fact that the licensee will return winning tickets to the draw container to allow a single entry to win more than one prize.

34. Term and Condition

Gaming event licensees approved to conduct a ticket raffle must ensure that the house rules for event pools, sports pools, and player drafts contain the following:

- The sport and league, division, or competition the pool is based;
- The official source used to determine player eligibility, game results, and scoring;
- The period or series of sport events covered by the pool, including event schedule;
- The ticket sales period and entry deadline;
- An explanation of what an entry provides (e.g., the number and type of player selections or picks allowed per entry);
- The source used to determine the official result;
- The process for resolving ties and disputed results – tie breakers must be based on the entry and cannot involve a random event;
- A sample entry form with a section for the participant to clearly indicate the participant's predicted result;
- A statement confirming that participants are not allowed to place bets on or make selections involving their own team, or any team with which they are directly affiliated; and
- For sports pools, an explanation of how winners are determined, including how points are accumulated.

A participant is considered directly affiliated with a team if they play for, coach, manage, or are otherwise involved with the team in a way that could create a conflict of interest.

4.1.3 Staffing

35. Term and Condition

Gaming event licensees must ensure that ticket draws are witnessed by two individuals who are not involved in drawing tickets.

If a gaming event licensee has a board of directors, the licensee must ensure that:

- For all draws for prizes valued at \$1,000 or more, a member of the board of directors or a proxy for the board member who is appointed by the board of directors witnesses all draws; and
- For all draws for prizes valued at less than \$1,000, a member of the board of directors, a proxy for the board member who is appointed by the board of directors, or volunteer from the organization that is authorized by the board of directors witnesses all draws.

If a gaming event licensee does not have a board of directors, the licensee must ensure the witnesses are volunteers of the gaming event licensee.

4.1.4 Form and Content of Raffle Tickets

36. Term and Condition

The following terms and conditions only apply to gaming event licensees conducting a ticket raffle that is not a token raffle or a calendar raffle.

A gaming event licensee must ensure that tickets used in a ticket raffle have the following features:

- The tickets must be able to detach into two separate parts; and
- When detached, the two separate parts are identical in size, weight and shape.

When a ticket in a ticket raffle is sold, the gaming event licensee must ensure that:

- The ticket that has been sold is separated into two separate parts;
- One part is given to the ticket purchaser; and
- One part is retained by the ticket seller.

Single-Day Tickets (No ERS)

Single-day tickets are raffle tickets that are both sold and drawn on the same day. Ticket purchasers must be present at the time of the draw to claim their prize.

37. Term and Condition

If the general manager approves a gaming event licensee to conduct a single day ticket raffle event, the gaming event licensee may use commercially pre-printed tickets if all of the following requirements are met:

- All tickets entered into the raffle are sold in a single day;
- All tickets entered into the raffle are sold at a single location;
- The draw is conducted on the same day as the tickets are sold; and
- The draw is conducted at the same location as the tickets are sold.

38. Term and Condition

Gaming event licensees that are approved to conduct a series of draws on a single day, must ensure that the tickets sold for each draw are uniquely identifiable by colour or number sequence to distinguish them from tickets sold for other draws conducted by the gaming event licensee on the same day.

Multi-Day Tickets (No ERS)

Multi-day event tickets are raffle tickets sold over multiple days with all draws occurring on a single day after the ticket sales period has ended.

39. Term and Condition

Gaming event licensees that are approved to conduct a multi-day ticket raffle must use sequentially numbered custom printed tickets that include the following:

- For part one of the ticket which is retained by the ticket purchaser:
 - Name and email or mailing address of the licensee and year-round contact phone number;
 - Gaming event licence number of the licensee, to be shown as "BC Gaming Event Licence #_____";
 - Location, date and time of all draws, including early bird draws;
 - Sequential number of the ticket;
 - Number of tickets printed in each price category;
 - Price of the ticket;
 - Statement of required presence at the draw as a condition of winning, if applicable;
 - The words: "Winners consent to the release of their names by the licensee."; and
 - The statement: "Ticket purchasers must be 19 years of age or older. If a winning ticket bears a minor's name, the prize will be lawfully delivered to the minor's parent, legal guardian or trustee."
- For part two of the ticket which is retained by the ticket seller:
 - Place where the name, email or mailing address and telephone number of the ticket purchaser can be filled in;
 - Gaming event licence number of the licensee, to be shown as "BC Gaming Event Licence #_____"; and
 - Sequential number of the ticket.

Multi-Series Tickets

Multi-series tickets are raffle tickets that are sold for multiple separate draws, each with its own ticket sales and draw dates all of which are approved as part of the same licence.

40. Term and Condition

Gaming event licensees that are approved to conduct a series of raffles under a single licence, must ensure that the raffle tickets used are:

- A different ticket colour for each price category; or
- A separate series of sequential numbers for each price category.

All multi-series tickets must comply with the terms and conditions for single-day and/or multi-day tickets depending on the specifics of the ticket sales approved under the gaming event licence.

4.1.5 Sale of Raffle Tickets

Reminder: Licensees must not sell raffle tickets on or through a computer or by other electronic means, such as random number generators (RNGs), unless approved by the general manager to use an Electronic Raffle System (ERS).

41. Term and Condition

Gaming event licensees must ensure raffle tickets:

- contain the price the licensee is approved to sell the ticket for;
- are sold for the price indicated on the ticket;
- are not sold using non-standard measurements of length, such as the length of an arm;
- paid for using point of sale, cash, certified cheque, money order or EFT;
- are not included in any draw until the licensee has received payment for the ticket; and
- are purchased by the draw cut-off date.

All raffle tickets sold must have an equal chance of winning in the final draw regardless of when they were sold.

Ticket Price Categories

A licensee may be approved to sell raffle tickets with different price categories. Different price categories include “discounted” tickets. For example, a licensee may be approved to sell one ticket for \$10, 5 tickets for \$40 (i.e., each ticket in that price category costs \$8), or ten tickets for \$75 (i.e., each ticket in that price category costs \$7.50).

If approved to sell tickets with different price categories, the tickets sold must not exceed the approved projected number of ticket sales and must meet other requirements related to advertising and the form of tickets.

42. Term and Condition

To distinguish between each price category of ticket, gaming event licensees approved to sell raffle tickets with different price categories must ensure that tickets are:

- a different ticket colour for each price category; or
- a separate series of sequential numbers for tickets in each price category.

43. Term and Condition

Gaming event licensees approved to sell raffle tickets with different price categories must also maintain a written reconciliation by number of all tickets sold in each price category.

4.1.6 Drawing Winners

Licensees must ensure the draws are held at the locations, and on the dates and times specified on the gaming event licence.

Regulation

[Section 3 of the Gaming Event Regulation](#) prohibits gaming event licensees from selecting the winner of a raffle in a place occupied as a private residence.

Reminder: Licensees must not determine winners on or through a computer or by other electronic means, such as random number generators (RNGs), unless approved to use an ERS.

44. Term and Condition

Before conducting a raffle ticket draw, gaming event licensees must:

- Ensure all raffle ticket draws are open to all ticket holders, at no additional cost.
- Ensure the portion of the ticket sold that was retained by the licensee forms part of the draw.
- Reconcile the number of sold, voided and unsold tickets with the number of tickets in the draw container, to ensure that only eligible tickets are part of the draw.
- notify all attendees, verbally or in writing, which draw is being conducted and the order in which prizes will be awarded before the draw begins.
- Thoroughly mix all tickets in the draw container.

45. Term and Condition

Gaming event licensees must ensure that when a container is used to hold raffle tickets for the draw, the draw container meets the following requirements:

- The container must be large enough that, when mixed, the tickets circulate freely.
- The inside of the container must be free of sticking points so that no tickets become stuck to the container when the tickets are mixed.
- The licensee must be able to seal the container.
- If the projected gross sales for the event are \$100,000 or more, the container must be transparent so that tickets can be clearly seen from the outside during the raffle.
- If the container contains mechanical parts, the mechanical parts must operate smoothly and as designed (e.g., not broken, free of mechanical defects, not rusted).

46. Term and Condition

The gaming event licensee must ensure that when a draw container contains tickets, if the draw container is left unattended, the draw container is stored in a location where access is limited to representatives of the gaming event licensee.

If the gaming event licensee is using a raffle ticket barrel as a draw container, the container must also be locked when it is unattended.

47. Term and Condition

Where the method of selecting the winner is by drawing a ticket from a container, gaming event licensees must ensure that the person responsible for drawing the winning ticket(s) meets the following requirements:

- is 19 years of age or older;
- does not own a ticket or own a share of a ticket entered in the draw;
- does not wear jewelry or clothing on the arm reaching into the container (arm must be bare from the elbow up to and including the hand); and
- is not able to see the printed information on tickets in the container.

Licensees should endeavour to ensure that the draw is conducted in a way that the ticket holders are satisfied the person is not influencing the outcome of the draw. For example, in addition to the above terms and conditions, the licensee should have the person drawing the tickets announcing what they are doing as they draw tickets (i.e., providing a play-by-play).

48. Term and Condition

Gaming event licensees must ensure that a raffle ticket draw meets the following requirements:

- immediately before the draw commences, the tickets in the draw container must be mixed thoroughly and in a random manner;
- tickets must be drawn one at a time;
- where multiple tickets are drawn, tickets must be mixed after 10 tickets have been drawn (at minimum); and
- if a previously drawn ticket (also called a counterfoil) is returned for a chance at additional prizes, it must be placed back into the container. Once the ticket is returned, the tickets in the container must be mixed thoroughly.

49. Term and Condition

Gaming event licensees must ensure that the total number of winning raffle tickets drawn is the same as the total number of prizes approved on the gaming event licence and as advertised by the licensee.

Gaming event licensees must ensure that winning tickets are:

- exhibited to the witnesses and people attending the draw; and
- held open for inspection until the end of the draw or until verified by a volunteer of the licensee other than the individual who drew the ticket and
 - if the winning ticket is to be returned to the draw container to be eligible for additional prizes, the licensee must return the ticket to the draw container, or
 - if the winning ticket is not to be returned to the draw container to be eligible for additional prizes, the licensee must not return the ticket to the draw container.

Single-Day Raffle Draws

50. Term and Condition

If a gaming event licensee is using bearer tickets for a single-day raffle and a winner is not present at the draw, the gaming event licensee must continue to draw additional tickets until a winner comes forward.

If a gaming event licensee is using custom printed tickets that include ticket purchaser contact information, the licensee must make attempts to contact the prize winner and award prizes prior to resulting in an unclaimed prize. Gaming event licensees must handle unclaimed prizes in accordance with their house rules.

If it is not practical for a winner to claim their prize on the day of the draw (e.g., at large scale events), gaming event licensees may publish the winning number of the raffle ticket and allow a reasonable post-event claim period (e.g., up to 60 days), as outlined in their house rules. The individual claiming the prize must present the winning raffle ticket for validation.

4.1.7 Recording Prize Winners

51. Term and Condition

Gaming event licensees must ensure that immediately after all raffle tickets have been drawn, a list of winners is completed and signed by at least two individuals who witnessed the draw.

- If the licensee does not have a board of directors, both individuals must be volunteers of the licensee.
- If the licensee has a board of directors, one individual must be a volunteer from the licensee's organization and the other individual must be a member of the board of directors of the organization, or a person authorized in writing by the board of directors

The list of winners must contain the:

- Date and time that the licensee started drawing tickets;
- A record of each ticket drawn that includes the ticket number and, if applicable, any other identifiable information contained on the ticket (e.g., purchase location); and
- The name, email or mailing address and telephone number of each prize winner.

Please note that when recording each ticket drawn, the record must include tickets where a winner claimed a prize after their ticket was drawn and tickets where no winner came forward and further tickets were drawn.

4.1.8 Notifying Prize Winners

52. Term and Condition

Within 10 days of the selection of prize winners (excluding single day raffles), a gaming event licensee must:

- Notify prize winners of the results in person, by telephone or by email/mail and provide an explanation of how the prize can be claimed; and
- Make available to the public and, if requested, provide to an individual, the winners' names, ticket number(s), prizes won, the specified draw date, the licensee's name, and the BC Gaming Event Licence number.

Single-Day Events

53. Term and Condition

For a single-day ticket raffle, gaming event licensees must make available to the public the winner's name, ticket number(s) and prizes won immediately following the draw and, if requested, must provide this information to an individual.

4.1.9 Lost or Stolen Tickets

Where the licensee loses the portion of the ticket retained by the licensee or where that portion of the ticket is stolen, when possible, the licensee must contact the purchaser to notify them, issue a new ticket to be included in the draw and void the lost ticket number(s) from its ticket reconciliation.

54. Term and Condition

If tickets in the licensee's possession are lost or stolen, the gaming event licensee must offer to refund or provide new tickets to any participant whose tickets were lost or stolen.

55. Term and Condition

Gaming event licensee must ensure, if any tickets (sold or unsold) in the licensee's possession are lost or stolen, that those ticket numbers are voided as part of the ticket reconciliation.

To allow for maximum allowable ticket sales, if any tickets are lost or stolen, licensees may extend the sequence of numbers by issuing new tickets to account for those lost or stolen within the approved licence limits.

56. Term and Condition

Gaming event licensees must notify the general manager of any lost or stolen tickets (sold or unsold) via email using the following email address: Charitable.Gaming@igcobc.ca.

On receipt of the notice from the licensee about lost or stolen tickets, the general manager may direct the licensee to take further action.

4.1.10 Ticket Raffle Forms and Records

57. Term and Condition

Gaming event licensees must account for all raffle tickets, whether sold or unsold. To account for all raffle tickets, gaming event licensees must retain the following as part of their gaming records:

- a purchase invoice or receipt for all tickets purchased by the licensee for use in the gaming event;
 - if tickets are custom printed, the invoice must specify the first and last of the sequential ticket numbers for each series;
- the following two records created by the licensee:
 - a record by ticket number and series of all sold and unsold tickets; and
 - a record of tickets distributed for sale and returned; and
- the following raffle tickets:
 - for multi-day ticket raffles, all ticket stubs and unsold tickets; and
 - for single-day ticket raffles, the winning ticket.

58. Term and Condition

For a payroll deduction raffle, gaming event licensees must retain documentation demonstrating the employee's consent to the wage deduction to participate in the raffle for a specified period.

59. Term and Condition

If the general manager has approved the licensee to conduct a multi-day ticket raffle event, the gaming event licensee must create a record of the unclaimed prizes.

The gaming event licensee must submit the record of unclaimed prizes at the same time the licensee submits the Gaming Event Revenue and Disbursement Report (GERDR) for their licence.

Gaming event licensees must retain the list of unclaimed prizes with their gaming records.

4.1.11 Types of Raffles

Regular Ticket Raffles

The most common type of ticket raffle is a regular ticket raffle where a person purchases a ticket for a chance to win a prize. Typically, prize winners are determined through the drawing of ticket stubs placed in a draw container, unless the licensee is approved to use ERS. If a licensee is approved to use ERS, different rules may apply (see [s. 3.10.1 Electronic Raffle Systems](#)).

Only regular ticket raffles are permitted to have:

- early bird draws where tickets are drawn at specified dates, times and locations for an early bird prize and where tickets are then placed back into the draw for an equal chance to win in future draws under the same licence.
- reverse elimination draws in which prize winners are the last tickets to be drawn rather than the first. If the reverse elimination draw sales exceed one day, there must be a sales cut-off date and time prior to the start of the ticket draws within the house rules.

Early bird draws and reverse elimination draws are only permitted for gaming events where the gaming event licence has approval for these types of draws.

60. Term and Condition

The gaming event licensee must ensure that tickets drawn as part of an early bird draw are placed back into the draw for an equal chance to win in future draws in the same event under the licence.

Percentage Ticket Raffle (e.g., 50/50)

Under a percentage raffle, based on the number of tickets sold, a predetermined percentage of ticket sales is awarded as the prize. Percentage raffles are often referred to as 50/50s but percentage raffles may also be split between one or more winners in alternate ways (i.e., 60/40, 70/30) if approved under the licence.

Only cash prizes may be offered for percentage ticket raffles based on the percentage approved in the gaming event licence. A licensee may guarantee a minimum prize pot as approved on their gaming event licence.

Token Raffle

Generally, a token raffle is where a unique number on each sold ticket corresponds to a number on an object or token used to determine the winners. Examples of token raffles include, but are not limited to, rubber duck races, poker rides, cake walks and more.

61. Term and Condition

Gaming event licensees approved to conduct a token raffle must ensure that an entry has two parts:

- A two-part ticket where one part is retained by the ticket purchaser and one part is retained by the seller (gaming event licensee or someone selling on behalf of the licensee), and
- A token which is associated with both parts of the two-part ticket using a unique identifier (e.g., unique number) and which is used to determine the raffle winner.

This term and condition does not apply if the token raffle is a cake walk.

62. Term and Condition

Gaming event licensees conducting a token raffle that uses a waterway as a race course (e.g., a rubber duck race) must ensure that the waterway used for the race has a current.

Payroll Deduction Raffle

Under a payroll deduction raffle, employees of the licensee consent to have an approved value of each pay cheque deducted to participate in the raffle and one participant wins a percentage of the total money deducted.

63. Term and Condition

Gaming event licensees must ensure that employees that are participating in the payroll deduction raffle have the option to withdraw from the raffle at any time during the licence period before payment is taken for the raffle entry.

Calendar Raffle

In a calendar raffle, participants purchase a numbered calendar that serves as their ticket, providing multiple chances to win prizes on designated dates over a set period, ranging from one month to a year. All winning tickets are drawn in accordance with the specified draw date on the licence; however, prize winners are not announced at the time of the draw and are instead announced on the designated prize dates listed in the calendar throughout the raffle period.

64. Term and Condition

Gaming event licensees approved to conduct a calendar raffle must ensure:

- Each calendar has a unique and sequential ticket number;
- The calendar lists the draw dates; and
- All calendar sales are held within a specified sales period and cut-off date with no additional entries allowed following the cut-off date.

A licensee may choose to return winning tickets to the draw container to allow individuals the opportunity to win more than one prize.

Event pool, sports pool, and player drafts

An event pool is where each ticket includes a pre-selected result at an upcoming event, or in the case of sports pools, a series of sporting events. The winner is determined by the holder having the ticket with the selection closest to the actual event results.

4.2 Bingo

The general manager issues licences for the following types of bingo: regular bingo games, combination bingo games, pre-called and odd-even games, progressive prize games, bonus prize games, and hybrid games.

A bingo gaming event may be authorized on all classes of licence. Generally, bingo games are played out in the same day until a winner presents themselves and is awarded a prize, unless the pot is progressive or hybrid (see below) in which case, the pot is carried over to a new game.

Bingo licensees must comply with the terms and conditions of the bingo for which they are licensed. These may vary depending on the type of bingo game.

65. Term and Condition

Gaming event licensees must not provide bingo cards to participants through electronic means. Gaming event licensees may only provide physical bingo paper or hard cards to participants.

In exceptional circumstances, a gaming event licensee may need to shut down a bingo event before all games are played or prizes are distributed. If this occurs, the licensee should promptly contact the general manager at Charitable.Gaming@igcobc.ca to work with the general manager in ensuring that all funds are handled appropriately (e.g., refunding unplayed games or ensuring all prize pots are awarded before the conclusion of the final game).

4.2.1 Minors

Gaming Control Act

[Section 42\(1\)\(c\) of the](#) GCA prohibits minors from assisting in the conduct, management, or operation of a gaming event unless a regulation provides otherwise.

Regulation

[Section 32 of the Gaming Control Regulation](#) prohibits a minor from being present on the premises where a bingo event is taking place unless the minor is:

- under the supervision of a parent, guardian, or an adult who is responsible for the minor or
- an employee carrying out employment duties at the premises while under the supervision of their employer and who is not assisting in the operation of the bingo event.

Minors may not assist in the conduct, management, or operation of a bingo event.

4.2.2 House Rules

66. Term and Condition

Gaming event licensees approved to conduct a bingo gaming event must ensure that the house rules for the bingo gaming event contain the following:

- A statement explaining that players' odds of winning are affected by factors such as the number of bingo paper faces sold, the number of calls a game must be won in, and the type of pattern that must be achieved in a limited number of calls;
- If guaranteeing a prize pot, the guaranteed amount; and
- How prizes will be split in the event of multiple winners (rounded up or rounded down).

If the bingo gaming event is for a progressive, hybrid, or bonus bingo game, the house rules must also contain the following:

- The rate at which the game becomes easier to win (i.e., how often the number of calls increases);
- The rate at which prizes grow if not won and/or the portion of bonus game sales that is added to bonus prizes;
- The consolation prize for progressive and hybrid games;
- If the prize pots are seeded, the seeded amount; and
- For bonus or hybrid games, how the game will be adjusted to allow the prize to be won more easily after the prize reaches \$30,000.

If the bingo gaming event is for a pre-called or odd-even bingo game, the house rules must also contain the method used to determine the odd numbers or the even numbers that will be wild/pre-called in a game.

4.2.3 Facility

Bingo gaming events should take place in a facility that is suitable for the proper conduct and management of bingo events. Although not required, it is recommended that the facility have space for a cashier and caller station. A bingo facility may be owned by the licensee or leased/rented from a landlord.

67. Term and Condition

Gaming event licensees must ensure the bingo facility has the specified secure areas:

- an area for cashier operations and the sale of bingo paper; and
- a bingo paper storage area where all bingo paper are kept when not in use.

The gaming event licensee must ensure that access to these secure areas is limited to individuals that require access for their role in the gaming event. The bingo paper storage area must be kept locked when not in use by the individuals that require access.

It is recommended that a licensee also has a secure area for the storage of its bingo equipment when the equipment is not in use.

68. Term and Condition

At the start of each day when a progressive, hybrid, or bonus bingo game takes place, gaming event licensees must post the following where gaming event entries are sold:

- the starting prize amount for each game that day, and,
- if the game is a progressive or hybrid game, the number of calls required to win the prize for each game that day.

4.2.4 Staffing

Staff for the bingo gaming event may be all volunteers or a mixture of volunteers and paid staff. Gaming event licensees are responsible for conducting and managing the bingo event.

69. Term and Condition

Gaming event licensees must ensure the following positions are filled for the operation of a bingo gaming event:

- One cashier to sell bingo paper and, if applicable, operate the adding machine or cash register;
- One bingo caller, to call out each number as it is drawn; and
- Support staff to assist participants and assist with cash payouts.

Bingo events may not begin or continue unless the required positions are filled.

As a best practice, required bingo positions (noted above) should be held by separate members of the gaming event licensee's organization.

In addition to the above noted positions, the gaming event licensee requires enough staff to carry out all required bingo event duties.

70. Term and Condition

Gaming event licensees must ensure the following duties are carried out by the officer(s) responsible at each bingo event:

- Verify bingo sales through a record of the number of bingo paper and/or cards sold for the event;
- Prizes are paid out by the cashier and one other person; and
- Verify the closing reconciliation of bingo paper and/or cards and cash.

4.2.5 Program and Price List

71. Term and Condition

Gaming event licensees must ensure that a bingo price list is posted at the cashier station. The bingo price list must list all bingo paper offered for sale for participation in the gaming event and the corresponding price for each item.

72. Term and Condition

Gaming event licensees must post a bingo program in clear view of participants at the bingo event. The bingo program must clearly specify:

- the type of bingo games in the order that they will be played,
- the winning combination for each game, and
- the type and/or colour of bingo paper to be used for each game.

4.2.6 Equipment

Some bingo equipment is mandatory for all bingo licensees while other equipment is only mandatory for bingo licensees projecting \$250,000 or more in gross revenue.

Four pieces of equipment are used at all bingo gaming events: a bingo ball blower or ball selection device; a cash register or adding machine; a flashboard; bingo balls; and a caller's rack. Equipment such as television monitors and electronic bingo paper verifiers are required for bingo licences with projected gross revenue of \$250,000 or more; though not required, this equipment may be used for bingo gaming events projecting less than \$250,000 in gross revenue.

73. Term and Condition

Gaming event licensees must confirm that all bingo equipment is operating properly before conducting a bingo gaming event.

74. Term and Condition

If the gaming event licensee finds that one or more pieces of bingo equipment is not operating properly, but that the defect does not impact the integrity of the game, the gaming event licensee must ensure that before the start of the game the caller announces the equipment defects to the players and that the equipment is repaired or replaced as soon as possible.

Bingo Ball Blower or Ball Selection Device

Bingo ball blower units (blowers) help ensure all bingo games are played fairly and consistently. A second blower may be used for progressive and pre-called games.

75. Term and Condition

Class A and C gaming event licensees authorized to conduct a bingo event must use a bingo ball blower unit.

76. Term and Condition

When a bingo ball blower unit is used, the gaming event licensee must ensure that:

- there is a chute to transport balls from the blower chamber to the caller;
- the air current is sufficient to blow the balls through an exit chute; and
- there is a rack to display drawn balls to account for all 75 balls.

While recommended, Class B gaming event licensees are not required to use a bingo ball blower.

77. Term and Condition

Class B gaming event licensees who are authorized to conduct a bingo gaming event must use a manual ball selection device if a bingo ball blower unit will not be used during the event.

78. Term and Condition

When a manual ball selection device is used in a bingo gaming event, the gaming event licensee must ensure that:

- there is a hand crank or other method to mix the balls before each call; and
- there is a chute to transport balls from the ball chamber to the caller.

Cash Register or Adding Machine

Cash registers help ensure cash security, provide records of sales, and support the control of inventory. If a gaming event licensee is approved to use an online ordering system, the online ordering system must comply with the applicable requirements in this section and with the requirements for online ordering set out in section [3.10.2](#).

79. Term and Condition

Class A and C gaming event licensees authorized to conduct a bingo gaming event must use a cash register and must offer a receipt for the purchase of bingo paper to purchasers and retain a duplicate of the receipt.

80. Term and Condition

When a cash register is used for the sale of bingo cards at a bingo gaming event, gaming event licensees must ensure that the cash register has the following features and that those features are in use during the gaming event:

- ability to issue receipts to purchasers indicating the name of the licensee, time and date, product purchased, price, quantity, total sales value and receipt number;
- sufficient keys and capability to record each sales category and product and the number of transactions in each category;
- an internal tape (audit/journal tape) or other complete record that records all transactions;
- a minimum four-digit receipt numbering system that cannot be reset;
- a minimum four-digit journal numbering system that sequentially numbers final readings ("Z" tapes); and
- a power interruption capability to safeguard the integrity of the calendar, clock and numbering system for both receipts and journals.

81. Term and Condition

Class B gaming event licensees must use an adding machine for the sale of bingo cards at a bingo gaming event, if not using a cash register.

82. Term and Condition

When an adding machine is used for a bingo gaming event, gaming event licensees must ensure that the adding machine prints a tape or maintains a complete record of all bingo card sales during the gaming event.

83. Term and Condition

When an adding machine is used for a bingo gaming event, Class B gaming event licensees must offer receipts to the purchasers that indicates the product purchased, quantity, price and total sales value.

Flashboard

Flashboards are used to display the bingo numbers called during a game. Flashboards may be electronic or slider boards (where numbers are covered and uncovered manually) or other manual systems that fulfill this function.

84. Term and Condition

Gaming event licensees conducting bingo events must use a flashboard to display the called bingo numbers. The flashboard must be positioned in a way that allows all players to clearly see and verify the numbers as they are called.

Bingo Balls and Caller's Ball Rack

A bingo ball is a ball imprinted with numbers that is used in the selection process of a bingo game. A caller's ball rack is used to display the bingo ball set before games are conducted, and to individually place balls as they are announced by the bingo caller.

85. Term and Condition

Gaming event licensees must ensure all 75 bingo balls are:

- present (numbered 1 through 75 with no duplicate balls),
- used in play,
- of equal weight and size,
- in good condition, and
- placed in the caller's rack and verified by a player before the start of a bingo event.

Verifying the presence, use, and condition of the bingo balls is an important step in guaranteeing that the bingo event is conducted properly, and with integrity.

Television Monitor

86. Term and Condition

Gaming event licensees conducting a bingo event where \$250,000 or more in gross revenue is projected, must ensure that they use a video camera hooked up to a television monitor that clearly shows players the bingo balls moving from the blower to the chute so that each bingo ball can be identified by the number on the ball.

Electronic Bingo Paper Verifier

Electronic bingo paper verifiers (electronic verifiers) are systems in which all the bingo paper patterns are programmed, and bingo paper numbers are referenced. Winning papers are quickly verified by entering the paper number and the results are displayed on the television monitors, if monitors are used.

87. Term and Condition

Gaming event licensees conducting a bingo event where \$250,000 or more in gross revenue is projected, must use an electronic bingo paper verifier to verify winning bingo cards.

4.2.7 Bingo Paper and Cards

Bingo paper and bingo hard cards are the official game records used by players to participate in a bingo event. Only Class B licensees may use bingo hard cards. Each paper or card contains a unique set of numbers that players mark as numbers are called during the game.

88. Term and Condition

If a Class A or C gaming event licensee has been approved to run a bingo event, the licensee must only use bingo paper.

If a Class B gaming event licensee has been approved to run a bingo event, the license must use bingo paper or bingo hard cards.

Gaming event licensees that use bingo paper must only use bingo paper requested through the BC Lottery Corporation (BCLC) and purchased from a supplier registered by the general manager.

Gaming event licensees can purchase bingo paper through BCLC's customer service line:

- Toll free telephone: 1-866-815-0222

Note: A bingo gaming event licence is required for an organization or group to request bingo paper through BCLC.

Pricing and Selling Bingo Paper and Cards

89. Term and Condition

Gaming event licensees must ensure that bingo paper and bingo hard cards used for their bingo event are:

- paid for by participants prior to participation; and
- not refunded or exchanged after the game has started.

Discounts for participants who purchase bingo paper or hard cards is permitted if it was approved by the general manager under the licence. For example, a single bingo paper or card may be offered to participants for a price of \$2 while three bingo papers or hard cards may be offered to participants for a total price of \$5.

90. Term and Condition

Gaming event licensees must ensure that bingo paper is:

- single use only and is not reused or carried over to a new game;
- not resold; and
- Played as supplied through BCLC (paper must not be cut, and booklets must not be separated).

Bingo paper for the visually impaired that has Braille or large type may be used. This bingo paper can be obtained through BCLC.

91. Term and Condition

Gaming event licensees using bingo paper or hard cards for the visually impaired must ensure that the cost to the participant for the bingo paper or hard cards is equivalent to the cost of other bingo paper or hard cards sold for the bingo event.

92. Term and Condition

Gaming event licensees selling sealed bingo cards must sell the cards in new condition and the cards must remain in their original sealed packaging.

Sealed cards are used for pre-called and odd-even games.

4.2.8 Calling the Game

The bingo caller is the person responsible for running the game by randomly drawing numbers and announcing them to players.

93. Term and Condition

Gaming event licenses must ensure the bingo caller announces the value of the prize before the game is completed.

Gaming event licensees should announce the value of the prize as soon as it is known by the licensee.

94. Term and Condition

Gaming event licensees must ensure that before the game starts, the bingo caller announces the type of bingo game to be played.

A bingo game starts when the bingo caller draws the first ball from the chute.

95. Term and Condition

Gaming event licensees must ensure that after drawing a bingo ball from the chute, the bingo caller announces the letter/number combination to the bingo participants and does not obstruct the letter/number combination on that ball. Gaming event licensees must ensure that after this announcement, the bingo caller places the ball into the proper spot on the caller's rack.

4.2.9 Determining a Winner

A winner in bingo is determined when a participant completes the required pattern on their bingo card and calls out "Bingo!" before the next number is called. The caller or event staff then verify the numbers to confirm the win.

96. Term and Condition

Once a bingo game has started, the gaming event licensee must ensure that the bingo caller continues to draw and announce bingo balls until a player calls 'Bingo!'.

Once a player has called "Bingo!", the gaming event licensee must ensure that the bingo caller ceases to draw and announce bingo balls until the player has been determined to be the winner of the game.

If a player calls "Bingo!" and the player is determined to have not won the game, the gaming event licensee must ensure the bingo caller continues drawing and announcing bingo balls until a player calls "Bingo!".

97. Term and Condition

Gaming event licensees must ensure that the blower is not turned off until the winner of the bingo game is verified. For combination bingo games, the gaming event licensee must ensure the blower is not turned off until the winner of the bingo game for the last game in the series is verified.

98. Term and Condition

Gaming event licensees must ensure that after a participant has called "Bingo!", the bingo caller does the following:

- Asks participants to not clear their cards or dispose of their bingo paper until a winner is verified;
- Asks three times: "are there any other bingos?";
 - After asking the second time and before asking the third time, the bingo caller may announce the number of recognized "bingos" or call back the numbers to verify the winning cards; however, if the bingo caller does this, once they are finished, they must still ask "are there any other bingos?" a third time.
- No further "bingos" are accepted after the bingo caller has asked "are there any other bingos" three times and verified whether the bingos called at those times were winning "bingos".

If running combination bingo games, once the winner of the first game has been confirmed and awarded a prize, the bingo caller continues calling numbers until winners have been verified for each game in the series.

99. Term and Condition

If a gaming event licensee seeds the prize pot for a bingo game, the licensee must, at minimum, pay the winner for that game the seeded amount.

Seeded prizes are only permitted for progressive, bonus, and hybrid bingo games and must be approved by the general manager under the licence.

Verifying a Winning Card

Gaming event licensees must follow specific procedures to verify winning bingo paper or cards as outlined below.

100. Term and Condition

Gaming event licensees must ensure that the winning bingo paper or hard card is verified in the presence of a neutral participant using the following steps:

- A volunteer or staff member must call out either the card/paper number or each of the numbers in the winning pattern, depending on the verification system used.
- The bingo caller must verify whether that card/paper is a winner, based on the information provided by the volunteer or staff member.

For this requirement, a “neutral participant” is an individual who participated in the bingo game and did not call “Bingo!”.

101. Term and Condition

After a bingo caller has verified a winner, if any participant from the verified bingo game makes a request to view the bingo balls in the rack, the gaming event licensee must ensure that the participant is permitted to do so.

Balls in the rack are the official record of numbers called during the bingo game.

4.2.10 Bingo Forms and Records

Gaming event licensees are required to create records that document important aspects of the bingo gaming event.

102. Term and Condition

Gaming event licensees conducting a bingo event must create and maintain each of the following records for the event:

- Bingo Prize Payout Record
- Bingo Caller's Report
- Combined Bingo Event Summary Sheet and Inventory/Revenue Reconciliation
- Sign-in Sheet
- Master Bingo Paper Inventory Record

Gaming event licensees may use the forms provided by the general manager or create their own forms. Any form created by a licensee must include all the information contained in the forms provided by the general manager.

The following forms are available on the [IGCO's website](#):

- Bingo Caller's Report
- Combined Bingo Event Summary Sheet and Inventory/Revenue Reconciliation
- Master Bingo Paper Inventory Record
- Sign-in Sheet

The general manager recommends that licensees use the provided forms to ensure that all required information is recorded.

103. Term and Condition

Gaming event licensees conducting a bingo event must ensure that the sign-in sheet is kept at the bingo event and that, using the sign-in sheet, all workers (e.g., volunteers and paid staff) must sign-in when they begin their duties and sign-out when they finish their duties (i.e., they must sign the record at the start and end of their event shift).

104. Term and Condition

Gaming event licensees conducting a bingo event that has a progressive prize game, bonus prize game, or hybrid game must create and maintain a Schedule for Progressive/Bonus/Hybrid games.

Gaming event licensees may use the forms provided by the general manager or create their own forms that contain all the information contained in the forms provided by the general manager.

The Schedule for Progressive/Bonus/Hybrid Games is available on the [IGCO's website](#). The general manager recommends that licensees use the provided form to ensure that all required information is recorded.

105. Term and Condition

If a gaming event licensee is conducting a bingo event for which the licensee must have registered gaming workers present, the licensee must create and maintain the following records:

- Floor Sales Report
- Cashier's Report

Gaming event licensees may use the forms provided by the general manager or create their own forms that contain all the information contained in the forms provided by the general manager.

The Floor Sales Report and the Cashier's Report are available on the [IGCO's website](#). The general manager recommends that licensees use the provided forms to ensure that all required information is recorded. While these two reports are only required for bingo events that require registered gaming workers, these reports are recommended for all licensees.

Please note that for the cashier's report, each cashier should be accountable for the bingo paper given to them for sale to participants.

106. Term and Condition

Gaming event licensees must ensure that all hard card sales are recorded for each bingo gaming event.

Recording sales assists with the required financial reconciliation of bingo paper and card sales.

4.2.11 Types of Bingos

Regular Bingo Games

Each regular game will have a designated pattern that must be covered off on participants' cards. The first participant to finish the pattern based on the numbers called is the winner. Common patterns include postage stamps, all 4 corners, "L" shape, blackout and many others.

Combination Bingo Games

Combination games are regular bingo games where more than one game is played on the same bingo card. For example, the first game could require the 4 corners to be covered. After that prize is awarded, the next game could require the entire outside square to be covered, and the last game could require the entire card to be blacked out.

Pre-Called and Odd-Even Games

Pre-called games are bingo games where many calls will be required to determine a winner, so some numbers are called at the beginning of the event to allow the game to be played more quickly. Another type of pre-called game is Odd-Even. In an Odd-Even game either all the odd or all the even numbers on a card are 'wild' and may be filled in at the beginning of the game rather than having to be called by the caller.

Sealed cards must be used for pre-called and odd-even games.

107. Term and Condition

When conducting a bingo event that uses pre-called and odd-even games, gaming event licensees must only sell sealed cards for use in the event. Sealed cards may be re-used to play additional bingo patterns in the same game/session.

Progressive Prize Games

Progressive games, often called carryover games, are where the winning combination must be achieved in a specified number of calls in each game.

If a winner is not declared by the final call of a game, the prize is carried over to the next bingo event, causing the prize to grow until it is finally won. If the progressive prize is not won in the specified number of calls, the caller continues to call numbers until a winner is declared, but the winner is awarded a smaller consolation prize rather than the progressive jackpot.

108. Term and Condition

Gaming event licensee conducting a progressive prize bingo game must ensure that progressive prizes become easier to win over time until the prize is won, as outlined in the house rules for the gaming event.

One way to ensure that progressive prizes become easier to win over time is to increase the number of calls in which the prize may be won at each successive event.

Bonus Prize Games

A Bonus game is not a standalone bingo game, but rather is an add-on bonus prize attached to regular or combination bingo games. The bonus prize is won when a bingo game is won in a very specific manner by a participant who has paid the extra money to play the bonus game concurrently with the regular or combination bingo game. Choosing not to play the bonus game does not affect the participant's chance of winning the regular bingo prize nor the amount the participant may win.

Since the bonus prize is designed to be rarely won, the bonus prize pot can grow quite large before being won. There is no limit to the size to which a bonus prize may grow.

109. Term and Condition

If the prize for a bingo bonus game reaches \$30,000, to allow the prize to be won more easily, the gaming event licensee must modify the game in the way that is outlined in the house rules for the gaming event.

Hybrid Games

Hybrid games are where the winning combination must be achieved in a specific number of calls determined by a specific "ball" being called. The specified ball is usually different for each

event. If a winner is not declared by the time that the “specified ball” is called, the prize is carried over to the next bingo event. If the hybrid prize is not won, the caller continues to call numbers until a winner is declared for that game, but the winner is awarded a smaller consolation prize rather than the hybrid prize jackpot. There is no limit to the size a hybrid game may grow.

110. Term and Condition

If the prize for a hybrid game reaches \$30,000, to allow the prize to be won more easily, the gaming event licensee must modify the game in the way that is outlined in the house rules for the gaming event.

4.3 Poker

The general manager issues poker licences under a Class A licence for Texas Hold'em poker. Poker licensees must follow specific requirements when conducting their licensed event.

111. Term and Condition

Gaming event licensees must not take a rake (i.e., a portion of a pot as a fee).

4.3.1 Minors

Gaming Control Act

[Section 42\(1\)\(c\) of the GCA](#) prohibits minors from assisting in the conduct, management, or operation of a gaming event unless a regulation provides an exemption.

Regulation

Section 32(1)(d) of the Gaming Control Regulation prohibits minors from being present on the premises where a poker event is operated under a gaming event licence.

4.3.2 House Rules

112. Term and Condition

Gaming event licensees approved to conduct a poker gaming event must ensure that the house rules for the poker gaming event contain the following:

- The blind structure (e.g., levels, blinds);
- The starting chip allotment (value and number of chips) provided to each participant; and
- Any tournament specific rules.

The house rules must be consistent with the general manager's General Poker Rules of Play and Poker Definitions.

The general manager's General Poker Rules of Play and Poker Definitions are available on the [IGCO website](#).

113. Term and Condition

Gaming event licensees approved to conduct a poker gaming event must ensure that the blind structure outlined in the house rules for the poker gaming event is not altered during play unless the alteration is approved by the tournament director.

4.3.3 Poker Admission

114. Term and Condition

Gaming event licensees must ensure that individuals are only permitted to participate in a poker event if the individual purchases a single admission ticket for the event and the gaming event licensee has received payment for that purchase.

115. Term and Condition

Once a poker event has commenced, gaming event licensees must not sell any more admission tickets for that event.

Sale of Poker Admission

To minimize cash at the event, licensees are encouraged to sell the majority of their admission tickets in advance. Cash payments for admission tickets at the event should be discouraged. Any payments accepted at the event should be paid by credit card, debit card, or cheque.

116. Term and Condition

A gaming event licensee must ensure that admission tickets sold for poker events have the following features:

- The admission tickets are numbered in sequence; and
- The ticket must be able to detach into two separate parts.

When an admission ticket for a poker event is sold, the gaming event licensee must ensure that the ticket that has been sold is separated into two separate parts and that

- One part is given to the ticket purchaser; and
- One part is retained by the licensee.

The portion of the ticket retained by the licensee must include the name and contact information of the purchaser (who is the participant) associated with that ticket number.

The portion of the ticket retained by the purchaser must include the following information on the ticket:

- Name of licensee and licence number;
- Cost for admission/entry ticket to the poker event;
- Starting chip allotment (value);
- Prizes available;
- Time and location of event; and
- Total number of admission/entry tickets available for sale.

4.3.4 Facility

117. Term and Condition

Gaming event licensees must ensure that:

- access to the gaming area is restricted to participants and to volunteers and/or staff involved with the management and operation of the licensed poker gaming event; and
- the name of the licensee is prominently displayed in the gaming area.

Gaming event licensees should choose a facility for their poker event that allows the licensee to control access to the gaming area. To ensure the name of the gaming event licensee is prominently displayed in the gaming area, the licensee may choose to display their name at the gaming tables.

118. Term and Condition

Gaming event licensees using a gaming area located within a larger facility or room that is open to the public, must erect a physical barrier (e.g., rope, half wall) to control access to the gaming area and ensure the public are kept at least ten feet away from the gaming area.

119. Term and Condition

Gaming event licensees must ensure that at least one cashier station is set up at the gaming event where the admission can be purchased, chips can be provided to participants and redeemed by participants, and prizes can be awarded to participants.

Although not required, a secure room for counting money and chips is strongly recommended. Access to this count room should be restricted to only those staff or volunteers directly involved in counting cash or chips and those staff or volunteers responsible for verifying the counts.

120. Term and Condition

Gaming event licensees must ensure that the general manager's standard poker rules of play are clearly posted at all poker events, and that the general manager's list of poker definitions is available to participants upon request.

The general manager's General Poker Rules of Play and Poker Definitions are available on the [IGCO website](#).

4.3.5 Staffing

To help gaming event licensees ensure compliance with the poker event, the general manager has created a summary document of job duties and game descriptions for event staff.

121. Term and Condition

Before the poker gaming event begins, the gaming event licensee must appoint one person to be the tournament director. The tournament director must:

- be a volunteer (i.e., they receive no monetary remuneration for acting in their role) or a registered gaming worker provided by a registered gaming services provider that is hired by the licensee; and
- have the knowledge of the poker rules and the processes and procedures for how a game is played.

A poker event must not begin or continue unless a tournament director has been appointed and is present.

122. Term and Condition

During the poker gaming event, the gaming event licensee must ensure that one dealer is present at each table at which a game is played. Each dealer must:

- be a volunteer (i.e., they receive no monetary remuneration for acting in their role) or a registered gaming worker provided by a registered gaming services provider that is hired by the licensee; and
- have the knowledge of the poker rules and the processes and procedures of how a game is played.

A poker game must not begin or continue unless a dealer is present at the game table. Only a person appointed as a dealer may conduct the poker game for participants.

4.3.6 Equipment and Supplies

Playing Cards

123. Term and Condition

Gaming event licensees must ensure that all poker games use standard 52-card decks (without jokers) that are new, of good quality, and identical to all other decks of cards used in the tournament.

124. Term and Condition

Gaming event licensees must ensure that all playing cards remain in their original, sealed packaging until the start of the poker game in which the playing cards will be used.

125. Term and Condition

Gaming event licensees must ensure that there are two decks of cards for each poker table: the primary deck of cards and a replacement deck of cards.

126. Term and Condition

Gaming event licensees must ensure that a deck of cards is only changed if approved to do so by the poker event's tournament director. If a deck of cards is suspected of containing or contains marked, damaged, or suspect cards, the gaming event licensee must ensure that the deck of cards is replaced with a new standard deck of cards.

Poker Chips

Poker chips have no monetary value and can only be used within the tournament. Individuals cannot return their chips for money – individuals may obtain money from the poker game by winning the poker game, not by cashing out chips.

127. Term and Condition

Gaming event licensees must ensure that, in exchange for their admission ticket, each individual receives the same number and value of chips from identical sets.

The number and value of chips that a participant receives is determined by the house rules.

128. Term and Condition

Gaming event licensees must ensure that only chips distributed by the licensee (i.e., given to participants in exchange for admission tickets) are used at the poker event.

129. Term and Condition

Gaming event licensees must not sell additional chips to poker event participants.

Gaming event licensees must not allow participants to purchase or “re-buy” additional chips.

Tables

130. Term and Condition

Gaming event licensees must ensure that:

- The tables used for poker games are large enough that participants may examine their cards without inadvertently disclosing the card value to other participants; and
- No more than 10 participants are seated at the table at a time.

4.3.7 Prize Winnings

131. Term and Condition

Gaming event licensee must ensure that prize winnings from a poker gaming event are not paid in cash.

4.3.8 Poker Forms and Records

132. Term and Condition

Gaming event licensees must ensure that all cash receipts and disbursements for the poker gaming event are documented, including but not limited to tracking all purchases of entry into the gaming event (i.e., buy-ins), cash outs, and payouts.

133. Term and Condition

If a gaming event licensee suspects that a deck of cards is marked or suspect, the tournament director must immediately secure and retain the deck of cards in question and the licensee must report the incident under s. 167 of the GCA.

4.4 Casino Games

The general manager issues casino games licences under Class A and Class C licences. Casino games include Wheel of Fortune (e.g., Money Wheel, Crown and Anchor, 7 Under/Over, and Colour Wheel) and table games (i.e., blackjack and red dog).

Licensees must follow specific requirements when conducting casino games. These requirements may vary depending on the type of casino game authorized under the licence.

134. Term and Condition

Gaming event licensees who are approved by the general manager to conduct a casino games event must receive payment before providing entry into a casino games event.

135. Term and Condition

Gaming event licensees must ensure that if they use play money or other tokens in substitution of chips, they follow all requirements as if they were using chips.

4.4.1 Minors

Minors may not assist in the conduct, management, or operation of casino games.

Gaming Control Act

[Section 42\(1\)\(c\) of the GCA](#) prohibits minors from assisting in the conduct, management, or operation of a gaming event unless a regulation provides an exemption.

Regulation

Section 32(1) of the Gaming Control Regulation prohibits minors from being present on the premises where the following gaming events take place: blackjack, red dog, and wheel of fortune.

4.4.2 House Rules

136. Term and Condition

Gaming event licensees approved to conduct a casino games event must ensure that the house rules for the casino games event contain the following:

- Rules for each game that will be offered at the event (i.e., wheel of fortune, blackjack, red dog);
- The minimum and maximum bets – bets must not exceed \$20 per game; and
- The starting chip allotment including the value and number of chips.

4.4.3 Facility

137. Term and Condition

Gaming event licensees must ensure that the casino games event is held in a facility or room that allows the licensee to control access to the gaming area. Access to the gaming area is restricted to participants and to volunteers and/or staff involved with the management and operation of the licensed casino games event.

Although not required, a secure room for counting money and chips is strongly recommended for casino games events. Access to this count room should be restricted to only those staff or volunteers directly involved in counting cash or chips and those volunteers responsible for verifying the counts.

138. Term and Condition

Gaming event licensees must ensure there is no liquor in the gaming area during casino gaming events.

4.4.4 Staffing

Dealers and Wheel Operators

Dealers and wheel operators should be trained to help ensure that they understand the rules of the game(s) they will be running.

139. Term and Condition

Gaming event licensees must appoint a dealer or wheel operator for each casino game that requires a dealer or a wheel operator. Each game must have at least one dealer or wheel operator while the game is in operation.

The dealer or wheel operator must be:

- a volunteer of the licensee's organization,
- a registered gaming worker provided by a registered gaming services provider employed by the licensee, or
- if the gaming event is a wheel of fortune event and the licensee has a Class C licence, an employee or member of the fair or exhibition.

Additional dealers or wheel operators may be required to cover for people taking breaks.

Games Supervisor

140. Term and Condition

Gaming event licensees must appoint one games supervisor for the casino games event to:

- oversee the operation of all the games;
- handle any participant complaints or disputes; and
- oversee chip and cash transfers to and from the tables.

The games supervisor must be:

- a volunteer of the licensee's organization,
- a registered gaming worker provided by a registered gaming services provider employed by the licensee, or
- if the gaming event is a wheel of fortune event and the licensee has a Class C licence, an employee or member of the fair or exhibition.

Cashier

141. Term and Condition

Gaming event licensees must appoint at least one cashier for the casino games event to count money from the gaming event, including verifying the amount of the cash float(s) and funds received through purchase of entry into the gaming event.

Cashiers must be:

- a volunteer of the licensee's organization, or
- if the gaming event is a wheel of fortune event and the licensee has a Class C licence, an employee or member of the fair or exhibition.

If the licensee appoints more than one cashier for the casino games event, the licensee must appoint one of the cashiers as the head cashier. The gaming event licensee must ensure the head cashier is responsible for distributing cash floats to the other cashiers.

142. Term and Condition

Gaming event licensees operating a casino gaming event where blackjack and red dog are played must ensure that individuals filling the cashier position:

- Oversee the purchase and redemption of chips;
- Authorize chip transfers; and
- Issue the initial chip floats for each table.

143. Term and Condition

If there is more than one cashier, the licensee must designate one of the cashiers as the “head cashier”.

Chip/Cash Runners

144. Term and Condition

Gaming event licensees must appoint chip/cash runners for the casino games event to:

- Maintain the chip bank;
- Supply tables with more chips; and
- Remove surplus chips or cash from tables at the request of the Game Supervisor.

Chip/cash runners must be:

- a volunteer of the licensee’s organization, or
- if the gaming event is a wheel of fortune event and the licensee has a Class C licence, an employee or member of the fair or exhibition.

4.4.5 Equipment

Certain gaming and other equipment is necessary for all casino games gaming events, depending on the type of game being offered.

145. Term and Condition

Gaming event licenses conducting a casino games event must ensure that the following is used for the event:

- one table for each game that is played
 - each table must have a betting layout for the game that is played at that table;
- a sign on each table listing minimum and maximum bet;
- a cash float; and
- if participants can use cash at a gaming table, a cash float per gaming table.

A betting layout is a table surface that has written information about odds and payouts and has designated spaces where wagers are placed.

146. Term and Condition

Gaming event licensees must ensure that where chips are used at the gaming event, the event has:

- a cashier station where chips may be purchased and redeemed, and
- a value chip tray at each gaming table.

147. Term and Condition

Gaming event licensees must ensure that no wheel of fortune event has a house advantage of greater than 25%.

4.4.6 Casino Games Forms

Certain event information must be recorded and retained as part of the licensee organization's gaming records.

148. Term and Condition

Gaming event licensees conducting a casino games event must create and maintain each of the following records for the event:

- [Sign-in Sheet](#)
- [Float Sheet](#)
- [Cash Fill or Credit Slip](#)
- [Chip Fill or Credit Slip](#)
- [Cash Reconciliation Sheet](#)

The sign-in sheet must list all event staff (paid or unpaid) and the position filled by each staff member.

All forms must be signed by two individuals, at least one of whom is a volunteer with the licensee's organization; however, Class C gaming event licensees may choose to have one or both of the volunteer signatures provided by a member or employee of the fair or exhibition.

Gaming event licensees may use the forms provided by the general manager or create their own forms. Any form created by a licensee must include all the information contained in the forms provided by the general manager.

4.4.7 Types of Casino Games

Three types of games may be offered under a casino games gaming event licence: table games (blackjack and red dog) and wheel of fortune.

Blackjack

A gambling card game in which participants try to acquire cards with a face value as close as possible to 21 without going over.

Red Dog

A card game played by two to ten participants, where two cards are dealt and participants bet on whether a third card drawn will have a value that falls between them.

149. Term and Condition

Gaming event licensees conducting a casino games event with blackjack and/or red dog games must ensure that there are:

- Six new standard decks of playing cards per table; and
- One dealing shoe per table.

150. Term and Condition

Gaming event licensees conducting a casino games event with blackjack and/or red dog games must ensure that:

- all bets are placed by participants before any cards are dealt;
- all cards are dealt face up by the dealer; and
- no participant touches the cards.

Wheel of Fortune

Wheel of fortune is played using a gaming device in the form of a revolving wheel. Pegs divide the perimeter of the wheel into sections, each containing a number or symbol. Patrons place wagers corresponding to the numbers or symbols. The wheel is spun, and the number or symbol where the clapper stops determines the winner.

151. Term and Condition

Gaming event licensees conducting wheel of fortune events must ensure that:

- after all bets have been placed by participants, the wheel operator announces “no more bets” before spinning the wheel;
- the wheel completes at least three full revolutions; and
- when the wheel stops, the wheel operator announces the winning space and pays winning bets to the winning participants per the odds on the table layout.

If the wheel does not complete at least three full revolutions, the result is invalid and the gaming event licensee must ensure the wheel of fortune is spun again.

5. Post-Event Requirements

This section outlines the responsibilities and requirements that gaming event licensees have regarding tasks that the licensee must complete at the conclusion of their gaming event.

5.1 Record Keeping

Gaming event licensees are required to keep records related to the gaming event. While there are some general requirements that apply to all licensees, there are also some requirements that only apply to licensees who conduct certain games.

Regulation

[Section 8\(3\) of the Gaming Events Regulation](#) requires gaming event licensees to maintain the following records:

- each disbursement from the gaming event's gross revenue, showing the amount and purpose of the disbursement, and
- each expense incurred related to the conduct, management or operation of the gaming event, showing the amount and purpose of the expense, and
- if the gaming event licensee has a gaming account, all written authorizations allowing individuals to approve electronic funds transfers and all written authorizations allowing individuals to sign a cheque or other written order to pay on a licensee's behalf.

In addition to the records required in [s. 8\(3\) of the Gaming Events Regulation](#), gaming event licensees should also:

- Ensure that required forms and records are retained as part of the licensee's gaming records, for a period of five years.
- Retain records for the gaming event, including receipts and disbursement of all gross revenues, for a period of five years.

Records can be stored electronically.

5.2 Gaming Event Revenue and Disbursement Report

The section below provides details about the mandatory Gaming Event Revenue and Disbursement Report (GERDR) as well as useful information to help complete it.

The GERDR summarizes the revenue of each individual gaming event licence and disbursements of gaming proceeds from that licence, and other previous licences, where applicable.

Regulation

Section 9(1) of the Gaming Events Regulation of the general manager requires gaming event licensees to submit a financial report within 90 days after the last gaming event authorized by the licence.

Section 9(2) of the Gaming Events Regulation requires the financial report to be provided in the form and manner specified by the Executive Director of the Licensing, Registration and Certification Division, Ministry of Public Safety and Solicitor General.

The Executive Director has specified that the GERDR must be submitted using the [Gaming Online Service](#).

Reminder: The cash float is not considered an expense or revenue of the event and is not reported on the [Gaming Event Revenue and Disbursement Report](#). **Gaming funds cannot be used for the cash float.**

5.2.1 Net Gaming Proceeds

To assist you with your reporting requirements, below is an example of how to calculate your gaming event's Net Gaming Proceeds.

Example

Example

Gross Revenue – (allowable event expenses + prize payouts) = Gaming Proceeds

Percentage Ticket Raffle Event

You have finished running your 50/50 ticket raffle and you raised a total of \$7,000 gross revenue and awarded half of that as a prize (\$3,500 prize for the winner). You have \$800 in event related expenses (for example, advertising, ticket printing costs, and other costs directly related to the conduct and management of the gaming event).

Gross Revenue from Licensed Gaming Event	\$7,000
Less Prize Cost	-\$3,500
Less Eligible Event Related Expenses	-\$800
Net Gaming Proceeds	\$2,700

Bingo Event

You have finished running your bingo event and you raised a total of \$16,742 gross revenue through bingo card sales and you have awarded \$10,000 in prizes. You have \$1,500 in event related expenses (for example, advertising, bingo paper, facility rental cost, and other costs directly related to the conduct and management of the gaming event).

Gross Revenue from Licensed Gaming Event	\$16,742
Less Prize Cost	-\$10,000
Less Eligible Event Related Expenses	-\$1,500
Net Gaming Proceeds	\$5,242

5.2.2 Expenses

Licensees may pay, or be reimbursed from its Gaming Account, for reasonable expenses directly related to operating, managing and conducting a gaming event, subject to the limits described below.

Receipts documenting each expense and disbursement must be retained as part of the gaming records for the gaming event for five years. Documents may be stored electronically.

Permitted Expenses

Expenses that licensees are permitted to claim for licensed gaming events include, but are not limited to:

- Advertising and promotion costs related to the event;
- Wages and salaries of staff conducting the event;

- Note: Volunteers cannot be paid remuneration for their time committed to the gaming event (i.e., they cannot be paid a salary or a wage)
- Equipment such as bingo paper, cards, chips, table rentals;
- Tickets, bingo paper, and other printing costs attributable to the event;
- Postage/ mailing costs directly related to the event;
- Rent for the event venue(s). Where a gaming event occurs alongside another event, only a percentage of the total rent relative to the space used for the gaming event may be claimed as an expense;
- Contract fees for gaming services providers or accounting firms attributable to the event;
- Application processing fees for the gaming event licence;
- Costs related to prizes, such as transporting the prizes to ticket selling venues, repair and maintenance of the prize, or insurance for the prize; and
- Reimbursing individuals supporting the gaming event for out-of-pocket expenses related to the gaming event.

152. Term and Condition

Gaming event licensees must ensure that expense claims for gaming events with gross revenue of less than \$250,000 must not exceed:

- 25% of the gross revenue of the event for raffle, bingo, or poker events.
- 40% of the “win” for casino games events.

There is no limit to permitted expenses for gaming event licenses where the gross revenue exceeds \$250,000.

153. Term and Condition

If a community service organization retains gaming proceeds for their administration fees, the administration fees must be reported as a disbursement on the GERDR.

154. Term and Condition

Gaming event licensees that are community service organisations cannot retain more than 15% of the net gaming proceeds to cover eligible administration costs.

This 15% limit applies regardless of the class of licence the Community Service Organization holds.

Gaming Account

155. Term and Condition

If a gaming event licensee has an established Gaming Account, gaming funds (including net gaming proceeds) may be used for the reimbursement of eligible costs, provided the following conditions are met:

- The reimbursement is for costs that have already been incurred; it cannot be a prepayment for future expenses.
- The reimbursement is supported by receipts/invoices.
- Each reimbursed expense must reconcile with the amount paid from the Gaming Account.

The receipts and/or invoices that support the reimbursement must be retained by the licensee as part of the licensee's gaming records.

Class A Licensee Permitted Expenses

Class A licensees may claim expenses related to an honorarium or incentive paid to ticket sellers (i.e., volunteers).

156. Term and Condition

If a Class A gaming event licensee pays an honorarium or incentive to volunteers who are ticket sellers, the honorarium or incentive cannot exceed 10% of the price of each ticket sold by that volunteer.

Donated Expenses

Services that may be provided to a licensee from a third party or volunteer at no cost do not need to be reported on the [GERDR](#) or included in the expense calculation.

5.2.3 Prize Costs

Prize costs are deducted from the gross revenue generated at a gaming event but are **not considered an expense** of that event with respect to reporting requirements as they are reported separately on the form.

Prize costs consist of:

- Funds used to purchase the prize, including taxes;
- Costs incurred to deliver the prize to the licensee; and
- Costs related to the distribution of prizes to winners.

Funds used to purchase prizes may be reimbursed whether from out-of-pocket, from a general account, or to pay back a loan incurred only for the purpose of purchasing a prize (i.e., a prize home). Recoveries of applicable taxes actually paid in respect of prizes may be deducted from

prize costs. Documentation supporting all reimbursements, loan repayments, and tax recoveries must be retained and be made available upon request.

5.3 Disbursing Gaming Proceeds

Licensees must spend the net gaming proceeds of their gaming event on eligible purposes within 12 months after the end of the licence period, with the exception of major capital projects which must be spent within three years.

Eligible use of gaming proceeds can be reviewed in the [Licensed Charitable Gaming Event Guidance](#).

If an organization cannot disburse its funds within the required timelines, a request to extend the timeline, including reasons for why the timelines should be extended, sent from an individual listed on the application or a member of the board of directors of the licensee, must be submitted to Charitable.Gaming@igcobc.ca. Licensees unable to disburse their gaming proceeds within the required timelines may also request approval to make a one-time donation to an organization deemed eligible by general manager.

Definitions

A

B

Bearer ticket: Commercially pre-printed, consecutively numbered raffle tickets that are typically sold in person during a gaming event. Bearer tickets do not include the name and contact information of the ticket purchaser. A bearer ticket entitles the holder (bearer) to claim a prize. An example of bearer tickets is a generic roll of double-printed tickets in varying colours which are often used for 50/50 draws.

Bingo: A game where participants are awarded a prize or prizes for being the first to complete a specified arrangement of numbers on bingo paper, based on numbers selected at random.

Bingo Booklet: A collection of bingo paper. If a licensee offers bingo booklets for purchase, the booklet is purchased and played as one complete item.

Bingo Paper: Specially printed paper, obtained through BCLC, which is sold to gaming event participants for them to play the bingo game.

Bingo Price List: A list of all bingo paper offered by the licensee for purchase and the price for all items.

Bingo Program: The bingo program is a list of all of the bingo games that will be played at a bingo gaming event. The bingo program lists the games in the order they will be played, the winning combination for each game and the type and/or colour of bingo paper to be used for each game.

Blackjack: A card game in which participants try to acquire cards with a face value as close as possible to 21 without exceeding 21.

British Columbia Lottery Corporation (BCLC): The BC Lottery Corporation is responsible for the conduct and management of all commercial gaming in BC on behalf of the government. BCLC also facilitates the sale of bingo paper to gaming event licensees.

C

Cake Walk: A type of raffle where participants walk along a path with numbered squares on it. The winner is the one standing on the square corresponding to the winning number drawn.

Calendar Raffle: A raffle in which a purchaser buys a calendar on which prizes are identified for a series of draws to take place on selected days. A participant wins a prize by matching the number on the calendar with the number drawn on the specific date.

Calendar Year: A period of 12 consecutive months beginning on January 1; for example, January 2025 to December 2025.

Cash Float: A fixed, initial amount of money (coins and/or bank notes) retained by the cashier for the purposes of making change during sales transactions.

Chip Float: The starting set of chips provided to a poker or casino games table, specifically used to make change and facilitate betting.

Clapper: The component of a Wheel of Fortune gaming device which makes an audible sound as it strikes the pegs of the wheel while it spins. As the wheel eventually slows to a stop, the number or symbol where the clapper stops determines the winner.

Class A Licence: A gaming event licence for charitable or religious organizations where the net gaming proceeds from the gaming event are used for a charitable or religious purpose. This licence allows organizations to conduct a variety of gaming events, including ticket raffles, bingo, wheel of fortune, table games, and poker. There are no limits on the gross revenue, individual prize values, or ticket prices associated with this licence. However, if gross revenue is expected to exceed \$250,000, the licensee must employ two registered gaming workers to ensure compliance.

Class B Licence: A gaming event licence for community fundraising groups and individuals who are raising money for community purposes. The permitted activities under this licence include ticket raffles and bingo. The funds raised must be donated to a direct service charitable or religious organization, used for a community benefit or given to an individual or family for an eligible purpose (not retained by the licensee). There are no limits on the gross revenue a licensee can generate in a calendar year under this licence type. However, individual prize values cannot exceed \$500 (at fair market value) and the maximum amount paid for a single

entry to win the prize cannot exceed \$2. Additionally, the gaming event's projected gross revenue cannot exceed \$20,000 per licence.

Class C Licence: A gaming event licence for gaming events at fairs or exhibitions that have been specified by the general manager under the GCA. These licences permit gaming activities such as raffles, bingo, and casino games (excluding poker). The funds raised under a Class C licence are retained by the fair or exhibition to support their own programs and purposes. There are no limits on the gross revenue, individual prize values, or ticket prices associated with this licence. Gaming events conducted under a Class C licence must take place on the grounds of the fair or exhibition.

Combination Bingo Games: A regular bingo game where more than one game is played on the same bingo card. For example, the first game could require the 4 corners to be covered and, after that prize is awarded, the next game could require the entire outside square to be covered, and the last game could require the entire card to be blacked out.

Commercially pre-printed tickets: see bearer tickets.

Counterfoil: Also known as a ticket stub, the portion of a ticket placed into the draw to be selected to determine a winner.

D

Discount: Selling multiple entries (e.g., bingo papers or cards or raffle tickets) at reduced rates, creating different price categories for entry into the gaming event. For example, 5 raffle tickets for \$10; 100 raffle tickets for \$25, 225 raffle tickets for \$50.

Dealing Shoe: A device that holds multiple decks of playing cards that the dealer uses to deal cards during the operation of a table game.

E

Early Bird Draws: An incentive-based licensed gaming event held on a specified date, time, and location before the main prize draw. Participants must purchase tickets by an early bird deadline to qualify. After an early bird prize is awarded, all tickets are put back into the main ticket pool so each ticket has an equal chance to win a prize in future draws under the same licence.

Electronic Funds Transfer (EFT): Transactions that move funds electronically between different financial institutions, bank accounts or individuals. Licensees may use EFTs to payout prizes and/or participants may use EFTs to purchase entries into gaming contests if approved by the general manager under the gaming event licence.

Expense: A cost incurred by a licensee in order to conduct or manage a gaming event. For example, ticket printing costs, facility rental, advertising, or wages for registered gaming workers. Prize costs are not gaming event expenses. If the gaming event is part of a larger event such as a gala, fair, dinner, or other event that is not focused on gaming, expenses must be prorated to account for only those expenses directly related to the gaming event portion.

F

Fair or exhibition: An event, that is open to the public and features multiple competitions or displays of general interest, such as those related to agriculture, livestock, fishing, horticulture, and/or creative living, and has been specified by the general manager as a fair or exhibition where a gaming event may be conducted and managed.

G

Gaming Account – A separate banking account, in the licensee’s legal name, for the purpose of receiving and disbursing gaming proceeds, including any gaming funds received through licensed gaming or gaming fund donations received from other licensees.

Gaming Event: A gaming event is a type of lottery scheme authorized under section 207(1)(b), (c), or (d) of the *Criminal Code* to be conducted and managed pursuant to a licence issued by the general manager.

Gaming Event Licence: A licence that permits a licensee to hold a gaming event in BC, issued to an eligible group or individual by the general manager.

Gaming Event Revenue and Disbursement Report (GERDR): A report that summarizes the actuals of each individual gaming event licence, including gross revenue, prize costs, donated prizes, expenses, and net gaming proceeds. The GERDR also reports all disbursements made from the net gaming proceeds of a licensed gaming event.

Gaming Funds: Gaming Funds include gaming proceeds (see Gaming Proceeds) and may also include other sources of revenue such as Community Gaming Grants, Capital Project Grants, Gaming Fund Donations, interest, and the gaming application portion of any GST/HST rebate.

Gaming Proceeds: The total amount of funds raised by a licensee at a gaming event after any deductions (e.g., processing fees) and prize costs but before any payment for event-related expenses and use of net gaming proceeds. Gaming Proceeds are one type of Gaming Funds (see Gaming Funds).

Gaming Services Provider: An individual or organization who provides gaming services, which include services that are required, used, or provided in relation to the operation of a gaming event including producing, distributing or otherwise providing gaming supplies. All Gaming Services Providers used for a licensed gaming event must be registered by the general manager.

General Manager: The head of the IGCO and responsible, under the direction of the Minister, for the enforcement and administration of the GCA.

Gross Revenue: The total amount of funds raised by a licensee at a gaming event before any deductions, prize costs, event-related expenses, and use of net gaming proceeds. If applicable, gross revenue may also include incidental revenue sources such as interest income earned on gaming revenues.

Guaranteeing a Prize Pot: Guaranteeing a minimum prize pot means promising a minimum prize amount for a ticket raffle. The prize is determined based on the number of participants, as set out in the house rules, and if the amount generated through the event does not reach the guaranteed minimum prize amount, the licensee must pay the difference.¹

¹ For further clarity, below are two examples of guaranteeing a minimum prize pot:

1. A gaming event licensee guarantees a prize of \$500 and sets aside \$500 to ensure they can cover the minimum guaranteed prize. Participation in the event generates \$300 for the prize pot. The gaming event licensee must add \$200 of the funds they set aside so that they can award the guaranteed \$500 prize. The licensee keeps the remaining \$300 that was set aside.
2. A gaming event licensee guarantees a prize of \$500 and sets aside \$500 to ensure they can cover the minimum guaranteed prize. Participation in the event generates \$700 for the prize pot. The licensee pays out the \$700 prize (which is above the minimum), and the licensee keeps the remaining \$500 that was set aside as the funds were not necessary to award the minimum guaranteed prize.

H

House Rules: The rules established by the licensee regarding how the gaming event will be operated. Where a licensee's house rule contradicts the BC's Licensed Charitable Gaming Event Terms and Conditions, it is the terms and conditions that must be followed.

I

Independent Gambling Control Office (IGCO): The office responsible for supporting the general manager in administering the GCA, including licensing charitable gaming events in BC.

J

K

L

Licence: See Gaming Event Licence.

Licensee: The group or individual to whom the general manager issues a licence to conduct and manage a gaming event in BC.

Lottery Scheme: A lottery scheme has the same meaning as in section 207 (4) of the [Criminal Code](#) and has three essential components: a prize; payment of a fee or consideration; a chance to win.

M

Minor: An individual under the age of 19 years.

Multi-Day Event: A ticket raffle where the sales period is more than one day and the raffle concludes with a draw held after the sales period has concluded.

Multi-Series Ticket Raffle: A ticket raffle event comprised of multiple days of selling periods and draws held on specified dates, times, and locations all under one gaming event licence.

N

Net Gaming Proceeds: The amount of gaming proceeds remaining after a licensee has deducted all event-related expenses. The licensee must use the Net Gaming Proceeds from a gaming event for eligible disbursements specified in the licence application approved by the IGCO.

O

Officer Responsible: An individual named in the gaming event licence application who is responsible for the conduct, management or operation of the gaming event, including ensuring the gaming event complies with all regulatory requirements.

Out-of-Pocket Expenses: Actual and necessary expenses incurred by volunteers or members of the licensee organization or group to support the conduct and management of the licensed gaming event.

P

Payroll Deduction Raffle: A raffle in which employees of the licensee consent to have an approved value of each paycheque deducted to participate in the raffle and one participant wins a percentage of the total money deducted.

Poker Ride: A type of token raffle where participants collect playing cards as they complete a circuit. The participant with the best poker hand at the end of the event wins the prize.

Progressive Prize: A prize that increases in value over time (for example, after each event or draw) until it is won.

Projected Gross Revenue: The total amount of gaming funds projected to be raised by a licensee before any deductions, prize costs, event-related expenses, and use of net gaming proceeds. Projected gross revenue represents the maximum gross revenue that could be generated from a gaming event licence if all entries sold out.

Q

R

Raffle: A gaming event where tickets or tokens are sold for a chance to win a prize at a draw.

Re-buy: In poker, “re-buys”, are the purchase of additional chips by a participant who has run out of chips.

Red Dog: A card game played by two to ten persons with a deck of 52 cards, in which players bet in turn that their hands contain a card of the same suit as the top card of the stock and of higher rank.

Registered Gaming Worker: An individual who is registered by the general manager and paid by a gaming event licensee to assist in the conduct, management, or operation of a gaming event.

Reverse Elimination Draw: A type of raffle in which the prize winner is the last ticket to be drawn, unlike traditional raffles where the first drawn ticket wins the prize.

Regulations: The regulations made under the *Gaming Control Act, 2022*.

Rubber Duck Race: A type of token raffle where numbered rubber ducks are placed in a waterway with a current. The prize winner holds a ticket with the number corresponding to the first rubber duck to cross a finish line.

S

Sealed Cards: A paper bingo card that is produced in a way that conceals the bingo numbers from the participant until after the card has been purchased and the game starts. Sealed cards are used in pre-called and odd-even bingo games.

Seeding a Prize Pot: Establishing a guaranteed minimum payout for a bingo game by adding money to the pot at the start, rather than starting the pot at \$0. The licensee commits to paying out at least the seeded amount to the winner(s), regardless of sales. Seeding the pot is not considered part of the gross revenue, and the pot may not be seeded using gaming funds.

Single-Day Event: A ticket raffle where ticket sales and the draw to determine the winner takes place on the same day.

T

Terms and Conditions: Terms and conditions are ongoing requirements that a licensee must follow throughout the gaming event licence period. Terms and conditions vary based on the type of gaming event licence.

Token Raffle: A raffle where a unique number on each sold ticket corresponds to a number on an object or token used to determine the winners. Examples of token raffles include, but are not limited to, rubber duck races, poker rides, cake walks and more.

U

Unrelated Individuals: Describes a relationship where persons are not related and where, at the gaming event, they operate at arms-length from each other. Related individuals are persons who are related to each other by blood, marriage or common law partnership, or adoption, or individuals who are cohabitating.

Use of Proceeds: The way net gaming proceeds (see Net Gaming Proceeds) from the gaming event are used as approved under the licence.

V

Volunteer: An individual assisting a gaming event licensee that does not receive a salary or wage but may receive a commission or honorarium.

W

Wheel of Fortune: A gaming device in the form of a revolving wheel. Pegs divide the perimeter of the wheel into sections, each containing a number or symbol. Patrons place wagers corresponding to the numbers or symbols. The wheel is spun and the number or symbol where the clapper stops determines the winner.

X

Y

Z